|  |  |  |  |
| --- | --- | --- | --- |
| 1. Project Team | | | |
| **Project Name** |  | | |
| **Project Team Members** |  | | |
| **Main contact and contact email/telephone** |  | | |
| **Date** |  | **Date Last Revised** |  |

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| --- |
| 1. project Description   *Include how this project related to IPAC Canada’s Mission, Vision & Values and/or strategic priorities.* |
|  |

| 1. KEY Project OBJECTIVES |
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| 1. MILESTONES | | |
| --- | --- | --- |
| **Item** | **Milestone** | **Completion Date** |
| 1. 1 |  |  |
| 1. 3 |  |  |
| 1. 4 |  |  |
| 1. 5 |  |  |
| 1. 6 |  |  |
| 1. 7 |  |  |
| 1. 8 |  |  |
|  |  |  |
| 1. 9 |  |  |
| 1. 10 |  |  |
| 1. 11 |  |  |
|  |  |  |

| 1. Project Assumptions AND ANY FACTORS THAT MAY AFFECT THE SUCCESS OF THE PROJECT. |
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| 1. Project RESOURCES REQUIRED |
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| 1. Budget Requirements |
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| 1. how will this project benefit ipac canada? |
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|  |

| 1. HOW WILL THE PROJECT BE EVALUATED? |
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|  |

| 1. List PROJECT PARTICIPANTS AND AFFILIATIONS.   *Confirm that expectations have been communicated to participants.* |
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|  |

**FORWARD THIS PROPOSAL AND ANY ACCOMPANYING DOCUMENTS TO:**

Executive Director, IPAC Canada

[executivedirector@ipac-canada.org](mailto:executivedirector@ipac-canada.org)

Fax: (204) 895-9595

For more information:

(204) 897-5990/1-866-999-7111

**IPAC CANADA PROJECT PROPOSAL FORM: Instructions for completing this form**

**Project definition and purpose**

State the reasons why you are undertaking this project. In less than 10 sentences, state in detail why you want to do this project, and how it fits with IPAC Canada’s Mission and Values statements, position statements, or strategic priorities. Explain how this project will better meet members’ needs. The Board must understand and agree to what you propose to do. What are you doing? What are you not doing?

**Objectives and expected outcomes**

These are project goals that are specific, measurable, attainable, relevant and time-bound. Explain here what you are going to deliver or provide as a result of completing the project.

**Key Project Deliverables**

Major Milestones and Dates – Identify the major milestone dates for your project, as currently known or understood.

**Project Assumptions and Constraints**

Project assumptions are assumed to be true but not become a reality during the project. Assumptions may be related to resources, budget and scope. They should be identified early in the project to ensure they are monitored and managed. Also describe any possible factors which may affect the completion of the project. These constraints can include issues related to cost, scope, resources or time.

**Budget Requirements**

Describe the potential cost of the project. For the project proposal process, you may use educated ‘guesstimates’. After approval to proceed to the project planning phase, you should do a thorough cost analysis. You may need to seek assistance from others (e.g. Finance or MSO or external sources). Your cost analysis will either confirm or change your initial cost estimates.

Cost variances must be reported to the Board.

**Resources Required**

List what is required, and who will assist you with this project. Include both internal and external resources. If you know, describe the activity required, number of people, how much of their time is required, and over what period of time. Is the assistance you require within their normal scope of duties and responsibilities, or will additional resources be required? (i.e. if you require assistance from IPAC Canada Administration, Finance, Membership, etc.)

**Benefits to IPAC Canada**

These are benefits that do not have a monetary value. Describe how the project will improve the quality of service or delivery of product from IPAC Canada.

**Evaluation**

Outline a proposed evaluation plan to demonstrate whether the project met the goals and expected outcomes. In other words, how will you measure your project’s success?

**Participants**

List who is involved in the project, what is their affiliation, and whether or not you have communicated your expectations to them.

Revised February 2014

Revised August 2020