

IPAC CANADA PROJECT MANAGEMENT FORM

*See Page 4 for instructions on completing this form.
Adobe Acrobat will be needed to fill in this form electronically;
a Word version is also available by contacting chicacanada@mts.net
.Fill in all fields, and save the file before returning it to IPAC Canada.*

PROJECT NAME: _____

BOARD SPONSOR: _____ DATE: _____

DESCRIBE THE PROJECT AND ITS PURPOSE:

OBJECTIVES AND EXPECTED OUTCOMES;

TIMELINES:

MAJOR MILESTONES AND DATES

RESOURCES REQUIRED:

ESTIMATED COSTS:

HOW WILL THIS PROJECT BENEFIT IPAC CANADA?

HOW WILL THE PROJECT BE EVALUATED?

PROJECT PARTICIPANTS

NAME AND ASSOCIATION:

DISCUSS ANY OTHER FACTORS THAT MAY AFFECT THE SUCCESS OF THE PROJECT:

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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.

Timeline

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

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 the MSO, Finance, Membership, etc.)

Estimated cost

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, however, 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.

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 your 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 their affiliation is, and whether or not you have communicated your expectations to them.