

# Project Proposal Tool

<b>Name of Proposed Project</b>	
<b>Name</b>	
<b>Date</b>	

## Needs Statement (maximum 1 page)

- Discuss background...where and how was this project identified?
- Business need for project?
- What is wrong, ineffective or inefficient with the current situation?
- Include any statistics, reports, studies or observations that support the proposal.

## Objectives (maximum 1 page)

- Provide a description of the key long-term vision or target of the project
- Explain how this idea supports the policies and goals of the Ministry of Public Health and Population
- Objectives are results, not actions
- Identify key stakeholders with have an interest in this project and a role to play in achieving the project's goals

## Preliminary Constraints and Assumptions (maximum 1 page)

- Define **COST** constraints: is there funding for this project, or will funds need to be re-allocated from existing budgets?
- Define **TIME** constraints. Are planning and implementation to be completed within a time window (e.g. by beginning of next fiscal or calendar year)?
- Comment on **RESOURCES**. Are qualified personnel available to do this work?
- Identify key assumptions made in preparing the proposal

## Identify and Confirm the Project's Sponsor

The project sponsor is the person assigned to an approved project by the Ministry of Public Health and Population. This individual has authority to approve the project's scope, time schedule and cost.

<b>Approved By:</b>	<b>(Project Sponsor)</b>
<b>Date:</b>	