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**MetroGIS Project Proposal Template**

*Version 3.0, August 2017*

*The MetroGIS provides an on-going opportunity for collaborative, inter-agency projects among its stakeholder community. Crucial to the success of these projects are the identification of clear project goals, objectives, deliverables, and what resources and personnel are needed. This template is provided to assist stakeholders in identifying key pieces of information to shape and start their collaborative project.*

*This template is ‘free-form’, in that, there are no restrictions on length or content (no maximum or minimum text limit for each section).*

*This template’s primary purpose is to assist the proposer of the project to organize their thoughts and communicate their ideas to the rest of the stakeholder community. Users of this template are encouraged to expand categories and descriptions as they see fit to meet their needs.*

**Part I: Project Overview**

**Project name or title:**

<Insert text>

**General description of the project:**

<Insert text>

**What is the goal of the project?**

<Insert text>

**What general purpose or business need is being fulfilled by this project?**

<Insert text>

**What does success ‘look like’ for this project?**

<Insert text>

**Part II: Stakeholders and Resources**

**Who are the stakeholders and/or beneficiaries of the project?**

<Insert text>

**Who would fulfill the role of project champion and what agency do they represent?**

*(A project champion is a senior management or policy-maker advocate from a stakeholder agency)*

<Insert text>

**Who would fulfill the role of project owner and what agency do they represent?**

*(A project owner is a stakeholder responsible for the on-going decisions and ensuring results are satisfactory, the owner assists the project manager in providing leadership to guide the project)*

<Insert text>

**Who would fulfill the role of project manager and what agency do they represent?**

*(A project manager is a stakeholder responsible for managing the timeline and delivery of the project)*

<Insert text>

**Who would serve as project team members, and what kinds of work would they perform?**

*(A project team is a stakeholder responsible for the guidance and delivery of the project)*

<Insert text>

**If funding is needed, and if so, where would it come from?**

*(Provide cost estimates if possible and potential sources of funding if known)*

<Insert text>

**Part III: Practical Considerations**

**Does this project have any known policy implications?**

<Insert text>

**Are there any pre-requisites that must be met or satisfied before starting this project?**

<Insert text>

**Does this project align or connect to other projects either planned or currently occurring?**

<Insert text>

**What is the anticipated deadline for deliverables or lifespan of the project?**

<Insert text>

**What is the ‘likelihood of success’ for this project?**

<Insert text>

**Part IV: Business Needs Assessment**

**Please list all known agencies or interests that may have a direct or indirect business need for the proposed project and its anticipated deliverables. Include contact information for key individuals if known.**

<Insert text>

**Please list other agencies, interests or individuals who could contribute to, or positively influence, the development and execution of the proposed project.**

<Insert text>