



Project title:

Purpose

*What experience does your agency have with using evidence-informed practices?
What is the rationale for the organizational change?*

Goals and objectives

What are the overall goals and expected results?

Project structure (includes core team members, roles and responsibilities, support personnel)

*Who are the core team members and what are their roles and responsibilities?
What is the intent of establishing a committee, if any, from any specific unit or department within the organization?*

Project scope and parameters (expected activities, time requirements, communication plan)

What are the proposed activities, timeline and plan of communication? How does the project scope align with implementation process and activities?

Critical success factors

What factors are considered essential for the project's success? What strengths of your organization will contribute to the success of the project?

Available and needed resources

What are the requirements for time, resources and commitment? What resources are available?

Risks and constraints

*What are the barriers to successfully developing this new initiative at your agency?
What are the potential impacts on your organization and ongoing service delivery? (e.g. unit/department or personnel involvement, financial, timeline, staff turnover and change, time recovery, etc.)*

Other areas to consider

List of stakeholders and other initiatives that relate to the project

Senior management signatures

Name	Title	Date
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Board of Directors signatures

Name	Title	Date
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