



**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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