Project Information

Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Start Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Finish Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Requested ($ CAD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving Partner

Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HFI Project Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the Receiving Partner also the party submitting the Project Application?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Y/N)  
(If “N” then provide requesting Volunteer Information below):

Volunteer

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posting ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posting Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Planning and Milestones

Once a formal application for Project funding has been received by HFI and the application has been given a preliminary vetting by the assigned Project Coordinator that it complies with all pre-assessment HFI Project criteria and is in general alignment with HFI’s Purposes and related Policies, the HFI Project Coordinator with work with the applicant and the receiving Partner to define the information required in the template below.

1. **Project Objective:** *Describe brief summary statement of what the Project aims to achieve*

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1. **Project Strategy:** *How will the chosen strategy(ies) best achieve the project objective?*

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1. **Project Work Breakdown structure:**
   * *Define all activities required to deliver the project outcomes. These activities or tasks must be developed to a sufficient level of subordination (level 2 or 3 depending on what the tangible asset being created is and the complexity of the implementation).*
   * *All tasks must be defined within the overall project phasing structure:* 
     + *Definition, Design, Build (up to 3 sequential build sub-phases), Commission and Closeout.*
   * *Each task and subtask must provide the detail of:*
     + *who will perform the activity,*
     + *all predecessor and successor task dependencies,*
     + *the total amount of work effort, and*
     + *the duration.*
   * *A project working calendar must be created in order to define the working and non-working days between the overall project start and finish dates.*
   * *In order to support the monitoring and evaluation of outcomes, each task that represents a milestone must also indicate baseline data, targets, data sources, and assumptions.*

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1. **Risks:** *Perform a risk assessment of the key risks that could negatively impact the Project implementation within the three categories of Environmental, Human, and Financial factors. For each risk identified assign a probability of occurrence (low, medium, high) and the impact (low, medium, high) on the project if it does occur. For all risks that are assessed as “high-high” provide mitigation measures that can be taken to reduce both the likelihood of occurrence and impact of occurrence.*

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1. **Opportunities:** *In a similar fashion of assessing Project risks, perform an opportunity assessment of potential opportunities that if they present themselves, can be exploited to create positive impact for the Project implementation. For each opportunity identified assign a probability of occurrence (low, medium, high) and the impact (low, medium, high) on the project if it does occur. For all opportunities that are assessed as “high-high” provide exploiting measures that can be taken to increase their positive impact on the Project.*

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1. **Asset Transfer Strategy:** *How will the tangible asset created by the Project be assimilated into the Partner organization, including title, deed or any other formalization of ownership, and be entered onto the organization’s balance sheet.*

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1. **Ongoing Maintenance Strategy:** *How will the impact of the Project Outcomes be maintained after Project closeout? What is the estimated annual operating expense for the ongoing maintenance and support of the project and has the receiving Partner organization agreed to take on (and has a strategy for) these new annual operating costs for the longer-term.*

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