



APPENDIX A: PROJECT WORKPLAN

Outline to Use in Seeking Grants from CSAP

Project Title:

Purpose/Objectives of Project:

What is overall purpose, in relation to CSAP's mandate?
What are the specific project objectives?

Background and Need for Project:

Describe any necessary background to understanding proposal.
Identify need for project.

Audience:

Who will be the audience for the project deliverables?

Scope of Work:

Describe main tasks.
Describe deliverables.
Describe expected review process for each deliverable.

Main Obstacles in Delivering Project:

List and describe.

Model for Delivery /Approach:

How will the project be delivered, for example:

- By committee? Single company? Or?
- Feasibility assessment (what is business model/case) if the project is to develop a new area of service for CSAP
- Is this project phased? If so, how does this proposal fit into the overall vision?

Team:

Describe, including reporting structure.

Budget:

- Budget, showing rationale (either hours by personnel or allocation across involved organizations if honoraria are used)
- Is there any seed money available? If so, how much.
- Are there any in-kind contributions? If so, describe.
- Are there any logical partnerships to co-fund the work? If so add detail.

Schedule:

Provide schedule for major milestones; include review process.