

## PICNet Project Proposal Form Part 1

<b>Project Name:</b>	<b>Date Submitted (yy/mm/dd):</b>
<b>Project Sponsor:</b>	<b>Professional Title:</b>
<b>Affiliation</b> ( <i>Health Authority, MOH, Provincial Organization, Other, for whom the request is being made on behalf of</i> ):	
<b>Business Address:</b>	
<b>City:</b>	<b>Province:</b>
<b>Postal Code:</b>	<b>Contact Email:</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Project Description</b>	
<b>Project Definition and Rationale</b>	
<b>Objectives and Expected Outcomes</b>	
<b>Assumptions/Critical Success Factors</b>	
<b>Methodology</b>	

<b>Scope</b>	
<b>In Scope</b>	<b>Out of Scope</b>
<b>Time</b>	
<b>Major Milestones</b>	<b>Date</b>
<b>Resources</b>	
<b>Resources – Internal</b>	<b>Resources - External</b>

## PICNet Project Proposal Form Part 2

<b>Project Name:</b>	
<b>Project Sponsor:</b>	
<b>Cost Analysis</b>	
<b>Benefit Analysis</b>	
<b>Evaluation</b>	
<b>Stakeholder Impact and Interdependencies</b>	
<b>Constraints</b>	
<b>Risks</b>	
<b>Risks with proceeding</b>	<b>Risks with not proceeding</b>
<b>Other</b>	
<b>Communication checklist</b>	

## INSTRUCTIONS FOR COMPLETING THE PROJECT PROPOSAL FORM

### PART 1

#### **PROJECT DEFINITION AND RATIONALE:**

First define your project. Then tell us “*why*” PICNet should do the project. Think of beginning the description with the word “Because” rather than the word “To”. In less than 5 sentences state in detail why you want to do this project and how it fits with PICNet’s mission, vision, aims, or strategic priorities (themes)? How would it better enhance health care associated infection practice in BC?

#### **OBJECTIVES AND EXPECTED OUTCOMES:**

These are project goals that are specific, measurable, attainable, relevant and time-bound. To a large extent this is “*what*” PICNet will deliver or provide as a result of completing the project. You might want to start each statement with the word “To” which helps you to identify your expected outcomes.

#### **ASSUMPTIONS/CRITICAL SUCCESS FACTORS:**

These are the elements that the Project Sponsor has little control or influence over but which do impact the project’s success. These need to be in place first before the project team can achieve its goals. What assumptions/critical success factors can you identify regarding the planning and implementation of this project?

#### **SCOPE:**

This statement will be the agreed-upon scope of the project. The PICNet Management Office and the Advisory Committee must understand and agree to what you propose PICNet do in this area. What will PICNet do? What won’t PICNet do? Refer to your assumptions to help define your scope. If you expect others (outside PICNet) to do something as part of this project, it is IN SCOPE, but you must communicate with them your expectations, and get their buy-in and signoff. The purpose of this is to ensure that everyone involved understands what it is PICNet would be doing, what PICNet is NOT doing, and what their involvement will be.

#### **METHODOLOGY:**

Describe your project. This is “*how*” PICNet will achieve the expected outcomes. Refer to your objectives and expected outcomes and provide a brief description of how the project will be carried out, what steps need to be completed to achieve those outcomes and “*who*” do you expect to do this work.

#### **TIME:**

Major Milestones and Dates - Identify the major milestone dates for the project as currently known or understood

**RESOURCES:**

1. What and who are required to assist with the project? Include both internal (PICNet) and external resources.
2. If you know, describe the activity required, number of people, amount of their time, over what period of time

**PART 2**

**COST ANALYSIS:**

Describe the potential cost components of the project. For the project proposal process, you may use educated 'guesstimates' or the expected cost budget as currently known or understood. After approval to proceed to the project planning phase however, a more thorough cost analysis will need to be done. The cost analysis will either confirm or change the initial cost estimates. Cost variances will be reported to the Advisory Committee by the PICNet Management Office.

**BENEFIT ANALYSIS:**

These are benefits that do not have a monetary value. Describe how the project will improve the quality of service or products from PICNET.

**EVALUATION:**

Outline the post-implementation evaluation plan to demonstrate whether the anticipated outcomes match the actual results. Describe how the PICNet Management Office will collect the data for the indicators and how often. In other words – how will PICNet measure the projects success?

**C. WHAT IS THE BROADER CONTEXT OF THIS PROJECT?**

**STAKEHOLDER IMPACT AND INTERDEPENDANCIES**

From a risk, planning and operation perspective, who will this impact? Inside PICNet/Outside PICNet? How will it impact them? Have you communicated the potential impact to them? Is this project tied to other projects? Will it impact other projects? Have you consulted to determine the impact? Do you have the support of those who are affected?

**CONSTRAINTS**

Project constraints are obstacles that must be overcome to implement the project. Are there issues, which, if not resolved, would impact your ability to implement this project successfully? What are they? Describe in detail the potential barriers and limitations in terms of people, money, time, quality, capital, equipment and support from partners.

**RISKS**

Indicate the potential risks of proceeding or not proceeding with the project, for example as it relates to technological, political, educational, financial or operational issues as well as PICNet's reputation.

**COMMUNICATIONS CHECKLIST**

Have you communicated with anyone outside PICNet who is required to assist PICNet with, or who will be impacted by this project? If so, please identify.