

MGI POLICY IMPLEMENTATION FUND PROJECT PROPOSAL

Updated May 14, 2004

Project Name:

Contact Name:

Contact Title:

Lead Organization:

Tel.#:

E-mail address:

Project Objectives and Expected Results

1. What are the project objectives? (*Maximum of 150 words*)

2. Which of the identified IM Themes will it address? (*Descriptions are available in the evaluation criteria sheet*)

- Leadership and accountability for IM
 Communications and awareness around IM responsibilities and tools
 IM skills and community development
 Management of information over its life-cycle
 Integrated service delivery – enabling the re-use of information or the integration of services across programs, departments or jurisdictions

3. How will the project advance IM in your organization and government-wide? Please identify which element(s) of your departmental/agency capacity assessment (or equivalent) it will address and annex a copy of your capacity assessment

A) Your Organization (*Maximum of 150 words*)

B) Government-wide (*Maximum of 150 words*)

4. What results are expected from your project in terms of the advancement of the particular element(s) mentioned in the above answers #3a and #3b of information management (e.g. deeper understanding of a particular issue, best practices guidance, etc.)? (*Maximum of 150 words*)

5. How will the project result in savings/efficiencies and how does it support sustainable IM investment in your organization and government-wide?

A) Your Organization (*Maximum of 150 words*)

B) Government-wide (*Maximum of 150 words*)

6. How do you plan to transfer such results to other departments and agencies (i.e., tangible products, learning and communications plan) or how can other departments re-use it? (*Maximum of 150 words*)

7. Why is this proposed project innovative (i.e. develops a new solution, breaks new ground)? (*Maximum of 150 words*)

Project Team

8. Identify the number and describe the nature of partnerships you have established with other departments and agencies. (Name of departments and agencies, contact name, title, tel. #, e-mail address, any signed agreements):

9. Describe how the Project Team will work together (i.e., governance, accountabilities, working structure, respective roles and responsibilities)

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Project Implementation Plan and Cost

10. What are the key constraints, assumptions, risks and mitigation strategies related to this project? (*Maximum of 150 words*)

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11. Provide the deliverable, completion date and the estimated cost of the key deliverables foreseen for the project.

Deliverables	Completion Dates (yyyy-mm-dd)	Estimated Costs

12. Projected Cost: (first estimate total project costs, including any required translation and communication costs, then apportion costs between TBS' and your own contributions):

FY 2004-05	GOL Contribution	Dept/Agency Contribution	Partners Contribution	Total
Salary \$				
O&M \$				
Total \$				

FY 2005-06	GOL Contribution	Dept/Agency Contribution	Partners Contribution	Total
Salary \$				
O&M \$				
Total \$				

Signatures

Project Leader

Date

Chief Information Officer (CIO) or member of senior executive team

Date