

**Project Scoping Template**

|  |  |
| --- | --- |
| **Project Name**  **(ideas)** |  |
| **Prepared by** |  |
| **Objectives** |  |
| **Related REB vision/goals/actions** |  |
| **Background** |  |
| **Project ideas**  **(brainstorming)** |  |
| **Audience / Stakeholders** |  |
| **Has anything similar been done (locally/regionally/ nationally)** |  |
| **Potential risks** |  |
| **Proposed delivery time frame** |  |
| **External funding required?**  **If YES, any current or future potential sources?** |  |

**Project deliverables, timeline and associated costs**

*(from REB and BSFG Committee endorsement)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Tasks** | **Estimated cost** | **Timing** |
| *e.g. Develop flyer* | *e.g. Design flyer* | *e.g.* | *e.g.* |
|  | *e.g. Print flyer* | *$300* | *4 weeks before* |
|  | *e.g.Distribute flyer* | *$200* | *3 weeks before* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Notes / updates**