

## **Project Scoping Template**

Project Name	•
(ideas)	
Prepared by	
ricpared by	
Objectives	•
Related REB	•
vision/goals/actions	
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