

Seward County

Project Proposal Form

New or Additional County Funding Requests

Project Title	
Entity	

Project Proposal Form

General instructions for completing this form:

Sections I, II, III, IV and IX are mandatory and must be completed for every project. For all other sections, the proposing entity may use its best judgement in consideration of the project's size and scope to determine those narrative elements that are non-essential in terms of evaluating the project. To indicate, write "Not Applicable" and provide a short rationale why the narrative element is not germane to the project and its evaluation.

Attach any documents required for a complete project description.

Section I : General Information (Required)

Project Title	<input type="text"/>
Entity	<input type="text"/>

Contact Information for this Project:

Name	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Telephone	<input type="text"/>
E-mail Address	<input type="text"/>

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Section II : Executive Summary (Required)

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project.

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Section IV: Scope and Projected Outcomes (Required)

Describe the project's specific scope and projected outcomes, including any important exclusions. The narrative should address the following:

1. Beneficiaries of this project and the need(s) being addressed;
2. Expected outcomes of the project;
3. Measurement and assessment methods that will verify project outcomes;
4. Significant constraints of the project (Constraints are factors that will limit the project options.);
5. Significant assumptions relating to the project (Assumptions are factors that, for planning purposes, will be considered to be true.).

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Section V: Project Justification / Business Case

Justify the project either in terms of an economic return on investment or other benefits to the entity, county or the public. The narrative should address the following:

1. Cost/benefit analysis and a life cycle cost analysis;
2. Impact the project will have on the customers, clients, and citizens. What services or processes will be changed or implemented, with respect to customer service, productivity, quality, or performance;
3. Impact the new project has on current problems and how it will impact the entity's policies, procedures, standards, staffing, costs, and funding;
4. Other solutions that were evaluated and why they were rejected. Include their strengths and weaknesses. Explain the implications of doing nothing and why this option is not acceptable;
5. The project's compliance with any county, state or federal mandates. If yes, please specify the mandate being addressed.

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Section VI : Implementation

Describe the implementation plan -- and ongoing support -- for the project. The narrative should address the following:

1. Project sponsor(s) and stakeholder acceptance analysis;
2. Define the roles and responsibilities of the project team;
3. List the major milestones;
4. Training and staff development requirements and procedures;
5. Maintenance and on-going support requirements, plans and provisions.

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Section VII : Technical Impact (Only if technology is all or part of project)

Describe how the project enhances, changes or replaces present technology systems, or if new systems are being added. The narrative should address the following:

1. Descriptions of hardware, software, and communications requirements for this project;
2. Rationale for determining the selection and appropriateness of the proposed system compared to the needs of the users;
3. Compatibility with existing systems and information pertaining to scalability (future needs for growth or adaptation).

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Section VIII : Risk Assessment

Describe possible barriers and risks related to the project. (If a detailed risk assessment has been performed, please attach.) The narrative should address the following:

1. Describe the risk assessment which has been performed on this project;
2. List the identified risks, and relative importance of each;
3. Identify strategies which have been developed to minimize risks;
4. Impact if project is not completed as proposed.

