 **Is this a good idea?**

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| --- | --- | --- | --- | --- | --- | --- |
| Project Description: | | | | Who is involved in this discussion?  Date: | | |
| Overarching | Technical | Regulatory | Organizational | Economic | Social | Comments |
| **Where Are We Now?** | | | | | | |
| What alternatives have you considered? | Where is the project identified in your Lifecycle Plan?  Are there outstanding safety concerns that need to be addressed before this project?  Are there any projects unfinished or currently underway? | Is the project within the current LOC?  Is the project within the footprint of the building?  Are you compliant with the terms of your current LOC/Lease? | Has this project been identified in your Business Plan?  Is there a Board motion and support for the project?  If not, why? | What immediate impact will the project have on the operating budget?  Has an environmental scan of the area been completed? | Is there community support for the project?  How is that demonstrated? |  |
| **Where Are We Going?** | | | | | | |
| What is the high level timeline?  What are the benefits of the project?  What are the risks of the project? | Is the project addressing a safety concern?  Will this project have other implications? Will other projects need to be completed as a result of this project? | Will the project meet Land Use requirements? | Is there capacity and expertise on the Board? | How much might this project cost?  How do you plan to fund this project?  What are the timelines for funding?  Is there a Board motion/Special resolution to expend the funds?  If not, when is this planned? | How will this project impact programs and services offered within the community?  How will this project impact accessibility?  Will this project have an impact on the environment? |  |
| **How Are We Going To Get There?** | | | | | | |
| Who will see the project through to the end? | Who is your project team?  Who are your champions?  May come from the Board or outside | Does this project require a Development Permit?  Will this project cost more than $50,000 in total? | What will be your decision making process?  Do you need a Business Case to support the project? | Is a Financial Review of the project required?  What impact will the project have on long term revenue and operating expenses?  Are there any funds required for future “wrap up” of the project?  Where will these funds come from? | Is a Needs & Preferences Study required? |  |
| Actions / Next Steps | | | | | | |