

Title:			Project #: <i>(To be assigned by BCPRA Leadership)</i>	
			Date & Version: <i>(DD-MMM-YY, Ver.X)</i>	
Submitted by:	Committee Name: Submitted By:			
Project Overview:	Description: <i>Purpose of the project; problem(s) to be addressed and/or benefit(s) to be gained</i>			
	Top 3 project goals: 1. 2. 3. <i>SMART (Specific, Measurable, Achievable, Relevant, Time-bound)</i>			
	Deliverables: <i>What new or improved actions/items are being delivered and by who?</i>			
	Measures of success: <i>How will overall project success be measured/evaluated?</i>			
	Will this be designed as a formal research or QI project? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If a formal research project, refer to "Investigator-Initiated Project Proposal" template</i>			
	Project Timeline:	Required start date: <i>(MM/YYYY)</i>		Estimated duration: <i>(X months)</i>
Time sensitivity: <i>Describe any specific timing requirements and reasons why</i>				
Alignment with Vision, Mission and Values	<i>Highlight how project improves or addresses any or all of: access to kidney care; quality of kidney care; person-centred care; improvement in lives of kidney patients; coordination and/or funding of patient care; knowledge translation</i>			
Strategic Plan Alignment	Optimal patient experience and outcomes		<i>List objective number(s)</i>	
	Innovation and research in renal care		<i>List objective number(s)</i>	
	Sustainable funding solutions		<i>List objective number(s)</i>	
	The right technology solutions		<i>List objective number(s)</i>	
	A sustainable renal community		<i>List objective number(s)</i>	
Project management team	Exec Sponsor: <i>Identify suggested person within BCPRA Leadership team</i> Project Sponsor: <i>Identify Chair or project lead</i> Project Manager: <i>Identify person who will manage detailed project plan/resources/deliverables</i>			
BCPRA resource requirements	Funding	Estimate of direct project costs <input type="checkbox"/> Level A \$50,000-\$100,000 <i>(i.e. Provincial implementation of a program)</i> <input type="checkbox"/> Level B \$20,000-\$50,000 <i>(i.e. Provincial implementation of an initiative)</i> <input type="checkbox"/> Level C \$5000- \$20,000 <i>(i.e. Provincial implementation of a guideline)</i> <input type="checkbox"/> Level D < \$5000 <i>(i.e. Development of a guideline)</i>		
	Personnel and BCPRA support	<i>Identify number of hours and skillsets of people required to support project</i> Identify which BCPRA departments/resources will need to support the project <input type="checkbox"/> Administrative <input type="checkbox"/> Communications <input type="checkbox"/> Finance <input type="checkbox"/> PROMIS/IMIT <input type="checkbox"/> Statistics & Methodology <input type="checkbox"/> Other		
	Other	<i>Identify any other resource outside BCPRA that will be required to deliver the project</i>		
Risks and contingencies	Risks: <i>Identify anything that may impact the project's success</i> Contingency strategies: <i>Describe how the above risks will be mitigated</i>			
Core Committee evaluation	Approved		Not approved	More information reqd.
BCPRA Leadership evaluation	Approved		Not approved	More information reqd.

Project proposals should be submitted by e-mail to Babita Basra, Director, Learning, People & Operations bbasra@bcpra.ca

Title:	Add in a unique title for the project that can be used by all stakeholders within the BCPRA network		Project #: A project number will be assigned by the BCPRA Exec Admin leadership group.
			Date & Version: If there are multiple revisions of the project that are submitted due to additional information/changes, insert the date of each submission & increment each version number by 1. E.g. Ver.1, Ver.2, etc.
Submitted by:	Committee Name: If the project is submitted by a committee, add in the name here Submitted By: If the project is submitted by an individual, add in the name here		
Project Overview:	Description: Add in a description of the project that outlines its purpose, identifies the general area of work and highlights any problems addressed and/or benefits to be gained		
	Top 3 project goals: List the top three goals of the project, being specific on what is being done/delivered/created with each. Ensure each is relevant to the BCPRA objectives, are realistically achievable and can be measured to identify success within the time specified		
	Deliverables: Describe in this section what new or improved actions/items are being delivered by the project, by who and how		
	Measures of success: Identify how you will know you have been successful at the end of the project – have you deliver what you said, are you tracking a % improvement, or a \$\$ reduction?		
	Will this be designed as a formal research or QI project? Check box Yes or No		
Project Timeline:	Required start date: Identify the calendar month & year the project should start	Estimated duration: Provide your best guess for the duration of the project	
	Time sensitivity: List any specific timing requirements, e.g. those that may be linked to outside projects or other defined timing milestones together with the reasons why they are linked		
Alignment with Vision, Mission and Values	In this section, highlight how the project is aligned to the vision, mission and values of BCPRA, specifically linking it to any or all of: access to kidney care; quality of kidney care; person-centred care; improvement in lives of kidney patients; coordination and/or funding of patient care; knowledge translation		
Strategic Plan Alignment	Optimal patient experience and outcomes	In this section list any of the objectives identified in the BCPRA strategic plan that the directly align with your project. NOTE: you do not have to align with all priorities listed, just those that are relevant to your project. Answer example: Obj. 1 & 4 None Obj. 5 etc.	
	Innovation and research in renal care		
	Sustainable funding solutions		
	The right technology solutions		
	A sustainable renal community		
Project management team	Exec Sponsor: List who you believe within the BCPRA Exec Admin should be the project sponsor Project Sponsor: List who will be the project lead (could be Committee Chair or another person) Project Manager: List the Project Manager, or write TBD if still to be defined		
BCPRA resource requirements	Funding	Estimate of direct project costs <input type="checkbox"/> Level A \$50,000-\$100,000 <input type="checkbox"/> Level B \$20,000-\$50,000 <input type="checkbox"/> Level C \$5000- \$20,000 <input type="checkbox"/> Level D < \$5000	In this section provide your best guess for the overall project costs. This includes direct spend items as well as indirect staff costs. Guidelines are shown to provide help with estimating (i.e. Provincial implementation of an initiative)
	Personnel and BCPRA support	In this section identify the specific personnel (e.g. number of hours and skillsets of people) required to support the project	
		Identify which BCPRA departments/resources will need to support the project <input type="checkbox"/> Administrative <input type="checkbox"/> Communications <input type="checkbox"/> Finance <input type="checkbox"/> PROMIS/IMIT <input type="checkbox"/> Statistics & Methodology <input type="checkbox"/> Other Check all boxes that apply	
Other	Identify any other resource outside BCPRA that will be required to deliver the project		
Risks and contingencies	Risks: Clearly list anything that may impact either the project's success or potentially BCPRA as a whole Contingency strategies: For each risk listed above, describe how they will be mitigated		

For help in completing the proposal form, connect with a committee project manager or contact Babita Basra bbasra@bcpra.ca