Community Led

Strategic Project Document

[Project Name]

[Date]

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| **Declaration of Officers** |
| We, the undersigned Officers of the Organization, hereby represent to the City of Edmonton and declare that to the best of our knowledge and belief   * The information provided in this Strategy Project Document and appendices is truthful, accurate and complete * The Community Organization is a member in good standing with Society Act and any other affiliated bodies * The application is made on behalf of the organization with the Board’s full knowledge and consent     Signature of President Print Name  Signature of Second Officer/Director Print Name |

**Freedom of Information and Protection of Privacy (FOIP) Statement**

Personal information on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* by the City of Edmonton, and will be used for the administration and management of Changes to Parkland.  The aggregate data will be used by the City of Edmonton for planning and evaluation and may be shared with other agencies as deemed appropriate by the City of Edmonton.  If you have any questions about the collection, use or disclosure of your personal information, please contact the City of Edmonton at 780-496-8178.

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***NOTE:*** This document is should be utilized in conjunction with the Community Led Construction Project Guide taking into account the type (scope and scale) of every project.

Types of projects can be classified as:

**Small** - small in size and complexity, few stakeholders, low risk, minor improvements to a facility or land

* Examples: signage

**Medium** - Many stakeholders, medium to high level risk

* Examples: minor facility renovations, rink redevelopment, addition of a storage shed

**Large** - High complexity, many stakeholder, major constraints, high risk

* Examples: facility development, building additions, expansions or major renovations

# Organization Profile

This section describes the Community Group Organization and supports the project idea moving forward by confirming that the proposed project is aligned with the strategic goals and objectives.

This section provides a synopsis of what is happening currently within the organization, if applicable, what has led to the current situation and what is likely to happen if the current situation is maintained. The section includes an overview of the Community Group Organization:

* Organization’s vision, mission, core values and guiding principles and how the proposed project aligns
* Organization structure: how the group is organized including roles, responsibilities and decision making process, membership and describe any affiliations with other organizations
* Organization assets: summarizes existing resources including facilities, programs, volunteers and finances

*Note: This section will be used to support Section 2. Background of the Business Case required in the Concept Phase.*

# Project Committee Terms of Reference

This section provides a summary of the team that will support the project through the project phases. A Terms of Reference describes the purpose, scope and authority of the project committee. It provides

a roadmap of how the committee will operate and the reporting relationship to the larger organization. The City of Edmonton has a Terms of Reference template – see related documents at [www.edmonton.ca/ConstructionGuide](http://www.edmonton.ca/constructionguide).

*Note: This section will be used to support the Section 2. Background of the Business Case required in the Concept Phase.*

# Public Involvement Plan

This section defines the public involvement plan that will be implemented throughout the project. It clearly

defines the project stakeholders and how the stakeholders will be involved through the project phases. The City of Edmonton has a Public Involvement Plan (PIP) template – see related documents at [www.edmonton.ca/ConstructionGuide](http://www.edmonton.ca/constructionguide).

Public involvement is used to:

* Complete needs assessment
* Refine and confirm project scope
* Review proposed concepts and plans
* Inform stakeholders of project progress (through all phases of the project)

*Note: This section will be used to support the Section 7. Organizational Change Impact of the Business Case required in the Concept Phase.*

# Project Description

This section provides a summarized description of the opportunity / program for the project.

## **Opportunity / Problem**

This section provides a brief description of the opportunity / problem that the project is trying to address.

## **Strategic Goals and Objectives**

This section provides a brief description of the strategic goals and objectives of the proposed project.

*Note: This section will be used to support the Section 2. Background and 3. Project Description of the Business Case required in the Concept Phase.*

# Demographics

This section outlines the demographic profile of the community your group services and how the demographics influences your strategic goals and objectives. There are existing resources to support this work including the City of Edmonton website and City liaison.

*Note: This section will be used to support the Section 7. Organization Change Impact of the Business Case required in the Concept Phase.*

# Context Analysis

The Context Analysis provides an understanding of current and anticipated external factors as well as opportunities and challenges that may influence your group and the community you are serving.

This section includes a review of what other organizations have done or is doing to address similar situations. Include any findings from research studies that identify existing and emerging trends and best practices. For example, identify how other community organizations have addressed a similar problem/opportunity; identify other service providers in the area addressing the situation; outline trends/research that supports this direction.

*Note: This section will be used to support the Section 5. Context Analysis of the Business Case required in the Concept Phase.*

# Activity Based Needs Assessment

The activity based needs assessment should seek input on desired activities or experiences rather than seeking input on specific construction ideas. Activity or experience-based input will then inform the design development (solution) to best meet the needs rather than starting with a prescribed facility or park solution.

*Note: This section will be used to support the Section 2. Background and 7. Organizational Change Impact of the Business Case required in the Concept Phase.*

# Alternatives

The Alternatives Section outlines the options that are available to address the problem or opportunity. It provides the rationale to why some have been eliminated as viable alternatives. One alternative to present is “do nothing” (status quo). Another may be to share space rather than build a new facility or there may be alternatives to reduce projected space needs.

Outline for each viable alternative the high-level project scope, budget, schedule and organizational change impact.

*Note: This section will be used to support the Section 6. Alternatives of the Business Case required in the Concept Phase.*

# Project Request Form

The City Liaison will complete the Project Request Form and attach this document for Strategy Phase review.

# Appendices

Appendices to include:

* Project Committee Terms of Reference **(see** [**http://edmonton.ca/ConstructionGuide**](http://edmonton.ca/ConstructionGuide)
* Public Involvement Plan **(see** [**http://edmonton.ca/ConstructionGuide**](http://edmonton.ca/ConstructionGuide)