



# PROJECT PROPOSITION

For projects that will of interest and benefit to the membership of the BCAEM and emergency management practitioners in BC



# ACKNOWLEDGEMENT

It is recognized and acknowledged that the lands which make up our nation are the ancestral homelands of the aboriginal peoples: First Nations, Inuit and Metis. For the BC Association of Emergency Managers, we live, work, learn and play in the Province of British Columbia. We express our gratitude and appreciation to the aboriginal peoples in our province for being the caretakers of these lands for time immemorial.



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## PURPOSE OF THIS FORM

The aim of the Project Proposition is to empower members of the BC Association of Emergency Managers to recommend a project of interest and benefit to the BCAEM, the membership at large, and the emergency management profession in British Columbia.

Project Propositions are reviewed in the context of applicability to the purpose and goals of the BCAEM, alignment to its strategic priorities, duration and milestones of the project, and consideration to costs associated to the project (availability of or access to funding and in-kind contributions must be clearly stated within the Proposition),

Selection of suitable projects is at the discretion of the Board of Directors. Projects may be shared on the BCAEM website, either publically facing or in the members only area, and/or via the BCAEM social channels (Facebook, Twitter, LinkedIn) as deemed appropriate by the BCAEM Board.

Successful Project Propositions will be supported by the BCAEM Board through the assignment of the Project to one of the Board Committees as the Project Sponsor and at least one Director as project liaison and mentor.

# INSTRUCTIONS

## Assemble Documentation

1. Complete the requested information on pages 2-7 of this Project Proposition
2. Assemble all supporting and additional documentation in electronic format
3. Email the Project Proposition package to [outreach@bcaem.ca](mailto:outreach@bcaem.ca)  
*Please ensure the Subject line read: BCAEM Project Proposition and the title of the Project.*
4. You will receive an email advising that your project has been received

## Proposition Review

5. The Project will be initially reviewed by the BCAEM Board of Directors.
6. You may be requested to make a presentation to the Board on the Proposed Project

## Approval

7. If the Project Proposition is approved, you will receive an email from the BCAEM Board of Directors.

# PROJECT PROPOSITION

## Project Name or Title

## Project Submitted by (BCAEM Member Information)

Please attach a separate page if the number of submitting members exceeds the space provided.

Name:	Name:
Email:	Email:
Phone:	Phone:

## Project Endorsed by (BCAEM Board Member Names)

Name:	Name:
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## Intended Audience:

## Strategic Goals

This project aligns with the following BCAEM Strategic Goals (Select all that apply)

- MEMBERSHIP
  - Increase membership
  - Reach and support stakeholders including First Nations, Emergency Support Services and volunteers
  - Explore and support partnerships
  - Explore opportunities for sponsors and funding
  - Provide value to our members and the emergency management profession
- KNOWLEDGE
  - Make BCAEM a source of expert reference
  - Share best practice and knowledge
  - Advocate for our members
  - Promote learning webinars and workshops and share training opportunities
  - Offer opportunities for mentorship, coaching and knowledge transfer
- LIAISON
  - Increase engagement with members and promote Champions
  - Engage with UBCM

**Problem Statement**

Describe the problem, issue or challenge that the Project Proposition intends to solve.

**Project Summary**

**Short Project Description**

Describe the project activities or how the proposed project will unfold. Please attach a separate page if the number of project summary exceeds the space provided.

## Project Duration or Timeline

Please attach a separate page if more space is needed or for a graphic, Gantt chart or other visual aid.

Project Duration:
Target Dates or Expected Milestones:

## Expected Benefits

Please indicate the key benefits, and to what extent the benefits will contribute to the project once completed. Include how the benefits are applicable to: BCAEM's membership; the emergency management profession; and, the BCAEM as an association. Please attach a separate page if more space is needed.

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## Cost Estimates

### Overall Project Costs

Please provide a summary of the expected costs for completion of this project. Please attach a separate page if more space is needed.

Description	Estimate (in Dollars)
	\$
	\$
	\$
	\$
	\$
	\$
SUBTOTAL	\$
PST	\$
GST	\$
TOTAL PROJECT ESTIMATE	\$
LESS: External Funding:	\$
NET PROJECT VALUE	\$

### Funding from outside of BCAEM

Please attach a copy of the funding prospectus.

Source of funding:
Funding website:
Timeframe for funding application:

### Scope of Work

Please describe the project activities. (i.e. Project Charter; Definition & Planning; Execution; Performance & Control; Final Presentation to Board; Training; Handover; Wrap Up; Review Periods.). Please include In-scope and Out-of-scope elements. Please attach a separate page if more space is needed.

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### Required Staffing or Participation

List the individuals or skill sets required for successful completion of the project for the Project Timeline or Duration. Please attach a separate page if more space is needed.

Project Champion: *	
Board Sponsor(s):	
Project Team:	
Partnering Agencies Organizations, or Stakeholders	

*\* The Project Champion will be the Lead of the Project Working Group and will be responsible to report to the BCAEM Board of Directors at predefined intervals.*

### Other Relevant or Supporting Information

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## PROPOSITION REVIEW

Received Date:	
Initial Comments:	
Presentation to Board:	Meeting Date:
Comments, Questions, Changes Requested	
Project Adoption:	
Board Committee:	