Neighbourhood Project Proposal
This shared document—between the organization, post-secondary institution and students—and is meant to help define the problem we're solving, the scope of the work and the resources required to complete the project.

While this allows us to take a step back and review the overall project components; it also helps to ensure your project's success!

To complete this proposal, you'll also find links that will guide you through some of the questions.

Remember to use our other digital tools like our Search Engine to find research to support the rationale for your project and our Learning Guides to find resources to plan your project.

**Note:** Please follow the formatting below. If you have any questions or suggestions, please don't hesitate to contact our Relationship Manager, Winson Wong, at lab@imaginecities.com.

1. Organization

[Insert Organization Name]

2. Project Name, Problem Statement and Summary

[Insert Project Name]

[Insert Project Summary]

Learn how to write an effective problem statement.

3. Project Objective(s)

[Insert Project Objectives]

**Note:** You can email your documents like photos or PDF's to onboarding@imaginecities.com

4. How will you determine if this project is successful?

[Insert project success criteria such as metrics]

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┌─────────────────────────────────────────────────────┐
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5. This project can be completed (Please Highlight All Applicable Options)

**In Person**          **Remotely**          **Hybrid**

6. Project Schedule (Please Highlight One Applicable Timeline)

**January to March**          **June to August**          **September to November**

7. Project Talent Required and Level of Experience(i.e. Marketing, Business, Ecology...etc.):

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┌─────────────────────────────────────────────────────┐
│ [Insert Talent Required and Level of Experience]    │
│                                                     │
│                                                     │
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This is [How Project Human Resource Management Drives Successful Teams](#), and how to implement a [Human Resources Plan in Project Management](#).

8. Does your project require funding to complete? If so, what is your project funding source (e.g. My Organization):

```
┌─────────────────────────────────────────────────────┐
│ [Insert Source of Project Funding]                  │
│                                                     │
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There are countless possibilities for project resource development–besides applying for grants. This might include options like [Participatory Budgeting](#) and [Community Bonds](#).

9. Project Manager and Primary Contact (To Guide Students):

```
┌─────────────────────────────────────────────────────┐
│ [Insert Point of Contact #1]                        │
│ Phone Number: [Insert Phone Number]                 │
│ Email: [Insert Email Address]                       │
│                                                     │
│ [Insert Point of Contact #2]                        │
│ Phone Number: [Insert Phone Number]                 │
│ Email: [Insert Email Address]                       │
│                                                     │
└─────────────────────────────────────────────────────┘
```

[Insert Point of Contact #3]
Phone Number: [Insert Phone Number]
Email: [Insert Email Address]