

Project Application Form

Project Name
Project Manager
Target Project Completion Date
Applicant Contact Details

Step 1 – Read the Project Toolkit of the Campus Facilities and Sustainability Department

The toolkit will provide an introduction to the sustainability Triple Bottom Line (3BL) approach that incorporates dimensions of Economic, Environmental and Social Sustainability. The toolkit may also help the applicants explore the sustainability-related ideas they may consider to include in the project proposal.

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Step 2 – Contact us

Should you have any questions contact the staff of the Campus Facilities and Sustainability Department at:

Campus Facilities & Sustainability
111 Bond Street
Toronto, Ontario M5B 1Y2
Phone: 416-979-5091
Fax: 416-979-5248
doit@ryerson.ca
fixit@ryerson.ca

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Step 3 – Complete your application

The application form can be downloaded from the Campus Facilities and Sustainability Department website. We strongly encourage answering all questions. We expect that every project include and have an impact on each of the sustainability dimensions.

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Step 4 – Submit your application

Project Background

*Please provide the necessary background to understand **why** the project is necessary (PMCE Project template, 2). Include facts and analysis that are of importance to the project and Ryerson University.*

Project Scope

In this section describe the work that must be done to complete the project. Define the scope of this project by providing information regarding the project's purpose, benefits, as well as specific goals, objectives and deliverables in the sections below (PMCE Project template, 2).

Project Purpose

Project Purpose

Please explain **what** will be done. What does this project aim to achieve? What is its vision? What need or opportunity will it address? What problem will it solve? (PMCE Project template, 2).

Strategic Alignment

Please explain how this project is in alignment and/or contributes to Ryerson University's strategic priorities or sustainability strategic directions.

Project Benefits

Please describe the **results-based** benefits that can be expected as a result of completing this project. (PMCE Project template, 3)

Goals and Objectives

Strategic Alignment

Please describe the project goals. Identify and present specific objectives and deliverables for each goal listed.

1.

2.

3.

Project Economic Sustainability Impact

*If applicable, describe how this project will make Ryerson University more economically sustainable and responsible. Describe **how** this project will perform financial projections and project cost estimates, the project budget system that will be used, the analysis indicator and/or the financial reporting during the project delivery. Do not limit your answer as the list provided is for illustration purposes only.*

Project Environmental Sustainability Impact

*If applicable, describe how this project will make Ryerson University more environmentally sustainable and responsible. Describe **how** this project will contribute to conserve biodiversity, reduce carbon and ecological footprint, improve utility conservation, increase institutional capacity building for environmental sustainability, and/or use best practices in green procurement.*

Project Social Sustainability Impact

*If applicable, describe how this project will make Ryerson University more socially sustainable and responsible. Describe **how** this project will improve sustainability awareness, provide opportunities for education and training in sustainability, ensure stakeholder inclusion, offer opportunities for research in sustainability, present Ryerson as a sustainable university, offer pair opportunities for under-represented groups, and/ or improve quality of life in the University.*

Project Stakeholders

Stakeholders are individuals, groups or organizations that have a direct or indirect interest in the project because they can be affected or can affect the project (PMBOOK guide, 46) .

Stakeholders	Interests & Needs	Management Strategies
•	•	•

Project Costs

Please indicate the preliminary project budget.

Category	Fiscal Year 1	Fiscal Year 2	Fiscal Year 3	TOTAL
<i>Salaries</i>				
<i>Consultancy</i>				
<i>Training</i>				
<i>Materials</i>				

Project Costs

Please indicate the preliminary project budget.

Category	Fiscal Year 1	Fiscal Year 2	Fiscal Year 3	TOTAL

Funding Source

Identify the source(s) of funding for this project. If the project is in partnership with other organizations and will receive different funding sources indicate the reliability of the funding and share on project cost.

Project Partners

Is this project carried out in partnership with other groups/organizations?

<i>Partners</i>	<i>Common Interests & Priorities</i>	<i>Roles & Responsibilities</i>
•	•	•

Sources:

Ontario Public Service, Project Management Centre of Excellence, 2007. Project Start Up Guide.
 Ontario Public Service, Project Management Centre of Excellence, 2007. A Guide to the OPS Project Portfolio Management Framework
 PMBOK Guide, 2008: 46. A Guide to the Project Management Body of Knowledge. Fourth Edition.
 PMCE Project template, 2007: 2. OPS Integrated Project Management Methodology.17-23.