

Camoin Associates Sample Project Development Worksheet for Strategic Planning

These worksheets can be utilized early in the strategic planning process to “tease out” early ideas identified by stakeholders, then utilized for teams/working groups to further vet and prioritize throughout the strategic planning process. Those that are a high deemed to be a high priority can then be refined as part of the final plan, and then utilized for tracking progress during and after implementation.

Note: a “project” can be anything that is an action for carrying out strategies such as an infrastructure or redevelopment project, an initiative such as an initiative to recruit skilled workers, a policy change such as zoning change, or a program/service such as technical and financial services to business startups or.

SAMPLE PROJECT WORKSHEET

Project Name:

Project Description: Briefly describe the project (1-2 paragraphs)

Actions: What specific actions does the project entail?

Goal/Objectives: What are the desired results/outcomes you are attempting to achieve? Ultimately these should align with the final plan goals.

Implementation Partners/Stakeholders: Who will be involved in project implementation and who will be the project lead?

Time Frame: When will the project start? When is it expected to be finished or will it be on-going?

Priority Level: How important is the project to achieving the stated goals as well as overall economic plan? high, medium, low in terms of potential impact and importance and briefly describe?

Estimated Cost: About how much \$ will the project cost? Consider and breakout start-up as well as operating costs.

Sources of Funding: What will be the sources of finding to support this effort?

Challenges: What are major challenges/obstacles/ threats to successful implementation and achieving results?

Risks: What are the major risks to the regional/locality as well of the partnering entities associated with this project?

Monitoring and Evaluation: How will you measure progress and success towards achieving goals? What metrics apply?

Feasibility/Cost-Benefit: What are the costs/benefits? Consider direct and indirect costs, capital and operating costs. Consider costs/benefits to partners as well as overall for project. At first be broad and general then as warranted through vetting process conduct more detailed analysis.

Economic Impact: What are the anticipated economic impacts from successful implementation? Consider jobs, sales/revenues, wages and consider start-up as well as operating phases. At first be broad and general then as warranted through vetting process conduct more detailed analysis.

Economic Innovation/Transformation: How if at all does this project innovatively transform the economic development system to improve overall economic performance and/or well-being?

Additional Information Needed to Further Assess: What additional information is needed to help further vet the project and Prioritize?

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