

Project/Initiative Name (Identify Budget Initiatives)			
Budget	Is this a cost savings initiative? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Purpose (brief description)			
Benefits (see benefits section)			
Annual Costs	\$ _____	Annual Savings	\$ _____
ADM Responsible:			
Divisional Lead/Sponsor (accountable for the project)			

Strategic Alignment Part 1:

Identify the overall government goals this project/initiative supports

- | | | |
|---------|---|--------------------------|
| Goal 1: | To make BC the best educated, most literate jurisdiction on the continent | <input type="checkbox"/> |
| Goal 2: | To lead the way in North America in healthy living and physical fitness | <input type="checkbox"/> |
| Goal 3: | Building the best system of support in Canada for persons with disabilities, those with special needs, children at risk and seniors | <input type="checkbox"/> |
| Goal 4: | Creating more jobs per capita than anywhere else in Canada | <input type="checkbox"/> |

Strategic Alignment Part 2:

Identify the overall ministry goals this project/initiative supports

- | | | |
|---------|--|--------------------------|
| Goal 1: | Deliver responsive, innovative and effective services to clients in need | <input type="checkbox"/> |
| Goal 2: | Provide low-income persons with disabilities the best system of supports in Canada | <input type="checkbox"/> |
| Goal 3: | Support integrated service delivery through cross ministry social, health, educational and employment services | <input type="checkbox"/> |
| Goal 4: | Introduce new employment programming that is flexible in meeting individual client needs to achieve sustainable employment | <input type="checkbox"/> |

Strategic Alignment Part 3:

Identify which organizational values this project/initiative supports

- People
- Personal Responsibility
- Respect and Empathy
- Equity and Fairness
- Accountability
- Transparency and Open Communication

For more information regarding organizational value, refer to:
<http://www.hsd.gov.bc.ca/ministry/ov.pdf>

Benefits: Does the project lead to measurable improvements in quality and timeliness of services provided to clients?

- Improves service delivery
- Improves accessibility to services
- Enhances current services

Comments:

Technical Requirements:

- Forms
- System Changes
- Data Services (i.e. MARS)
- Reporting
- Other

Comments:

Project Complexity

Identify project partners (Other divisions, branches, stakeholders):

Have they been consulted?

- YES NO

Field Implementation:

- Yes No

If Yes, please explain:

- Involves multiple divisions, cross ministry, systems, policy, regulation and/or legislation changes, field implementation impacts, high profile or sensitive
- Involves some cross-divisional, policy/regulation changes and field implementation impacts
- Involves more than one division, policy changes and minimal field implementation

Policy Implications:

- Policy:**
- | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Policy | <input type="checkbox"/> Standards | <input type="checkbox"/> Regulation |
| <input type="checkbox"/> Amendments | | |
| <input type="checkbox"/> Procedures | <input type="checkbox"/> Legislation | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Other | | |

Comments:

Stakeholder Complexity:

- Many external stakeholders; multiple sites/functions requiring integration
- Multiple stakeholders and/or multiple sites; two or more functional groups
- Internal stakeholders within a functional group

Comments:

Return on Investment: Reduces operational costs, process improvement and/or operational savings

Current Fiscal Year Savings:

- | | |
|--|--|
| <input type="checkbox"/> Greater than \$250,000 | <input type="checkbox"/> *On-going savings |
| <input type="checkbox"/> Between \$100,000 and \$250,000 | <input type="checkbox"/> *One time savings |
| <input type="checkbox"/> Less than \$100,000 | |

Comments:

* Completion of these fields is beneficial but not required

Estimated Budget Required

STOB 60:	\$ _____	(Professional Services)	STOB 63:	\$ _____	(IMB)
Capital:	\$ _____	(Equipment)	Other:	\$ _____	(i.e. travel, training)
Fiscal Sustainability: (Will this initiative transfer to next fiscal?)					<input type="checkbox"/> YES <input type="checkbox"/> NO

Comments:

Ministry resources required:

- | | | |
|---|---|--|
| <input type="checkbox"/> 10 + people | <input type="checkbox"/> 5 to 10 people | <input type="checkbox"/> 2 to 5 people |
| Are additional resources required? (FTE's) <input type="checkbox"/> YES <input type="checkbox"/> NO # _____ | | |

Comments:

Project Risk Profile:

- High - high profile, significant changes to MIS/ICM, cross ministry project
- Medium - requires regulatory changes, sensitive topic and requires minor MIS/ICM changes
- Low - no system changes, no legislation/regulation changes, non-sensitive topic

Comments:

What is the risk to the organization if this project/initiative is not approved?

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-
-

Prepared by:

Name, Title, Division	Date Signed (YYYY MMM DD)
Name, Title, Division	Date Signed (YYYY MMM DD)
Executive Director, Division	Date Signed (YYYY MMM DD)
ADM, Division	Date Signed (YYYY MMM DD)

Approved by:

CDC Approval Date (YYYY MMM DD):