

[Team/Individual Name]

[Date]

Project Proposal: [Name of Project]

Team Members (please include form):

Background

[Why is the project being undertaken? What is the need for the Sustainability initiative at MGC? Describe an opportunity or problem that the project is to address.]

Which sustainability area does your project prioritise? (rank in order of priority)

Biodiversity

Waste

Other

Energy

Water

Objectives

- [specific & measurable objective 1]
- [specific & measurable objective 2]
- [specific & measurable objective 3]

Scope

[What will be the end result of the project? Describe here what phases of work will be undertaken.]

Timeframe

	Description of Work	Start and End Dates
Phase One
Phase Two
Phase Three

How will this program be maintained in the future?

Project Budget

	Description of Work	Anticipated Costs
Phase One
Phase Two
Phase Three
	Total	\$ 0.00

Monitoring and Evaluation

[Describe how progress will be evaluated throughout and at the end of the project. Formulate clear indicators for objectives and result.]

Approval Signatures

[Name], Project Client

[Name], Project Sponsor

[Name], Project Manager