SUNSHINE BAY YACHT CLUB  
Small projects application form

[Select Date]

## Project Background and Description

|  |  |
| --- | --- |
|  | [Describe how this project came about, who is involved, and the purpose.]  Note: To delete any tip (such as this) just click it and start typing. If you’re not yet ready to add your own text, just click a tip and press spacebar to remove it. |

## Project Scope and Estimated Cost

|  |  |
| --- | --- |
|  | [Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn’t fit in the box). Scope answers questions including what will be done, what won’t be done, and what the result will look like.] |

## Implementation of Plan

|  |  |
| --- | --- |
|  | [Describe how you plan to implement the project. For example, will all parts of the project be rolled out at once or will it be incremental? What will be included in each release?] |

## Timeline/Schedule

|  |  |
| --- | --- |
|  | [Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished?] |

# Approval and Authority to Proceed

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| Approved By |  |  | Date |  | Approved By |  |  | Date |