

Project Proposal

Add Project Title

The project proposal clarifies a project and its purpose, necessity and general parameters. The plan is written at a general level with the information available at the inception of the project. Information from the project proposal will later be rolled into the project plan. Project sponsors should ensure that appropriate staff have been consulted in the project proposal process, i.e., site council.

The project proposal may be used as a reference throughout the project to ensure that the project is staying within its approved purpose. The project proposal should be completed and signed at the onset of a project, including approval authorizing the project, before any of the actual project tasks begin.

1. General Information

Project Name: **Sustainable systems**

Project Initiation Date: **August 31**

Project Sponsor: **Alex Haworth**

(The project sponsor is the person who initiated the project and is responsible for its completion and success.)

2. Project Purpose – *The project purpose describes WHY the project is being initiated, the benefit to the organization, and the impact if the project isn't completed. An example for a student information system might be "The purpose of this project is to replace an outdated student information system that no longer provides the data and functionality needed to meet district, state and federal requirements. A new system will provide the tools to meet these increasing demands and provide growth for future requirements."*

The purpose of this project is to create a more self-sustaining aquaponics system and to help others at my school learn about aquaponics in a hands-on way. Having a system at my school will offer a unique opportunity for education, and the system at my house will provide new information about sustainability and practical implementation.

3. Project Objectives – *The project objective is a measurable description of WHAT the project will produce. The project objective should be written so that it can be evaluated at the conclusion of the project to see whether it was achieved. An example for a student information system might be "Implement a new student information system district-wide by September 1, 2009."*

Implement an aquaponics system at Inglemoor by December 8, 2017

Set up an aquaponics system to grow curly lettuce and common groceries by August 31, 2017

Create an aquaponics system from sustainable materials by February 18, 2018

4. Project Requirements – *The requirements are high level events or items that must occur or be created in order for the project to be successful. Requirements should be measurable and testable. An example of a requirement for a student information system might be "A new student information system must produce all local, state and federal reporting according to the legal specifications provided by the requiring agencies." You may have several known requirements at the beginning of the project.*

The aquaponics system in my home must produce enough curly lettuce to sustain the fish. To implement a system at my school, a teacher must be willing to house the system in their classroom and care for the fish.

5. Product Description – *The product description is a general level description of what the end product or service might look like, if known. An example for a student information system might be "A new student information system will most likely be Web-based, built on a common database such as Oracle or SQL, be tailored to K-12 education, and preferably already in use in another Washington school district."*

The aquaponics system will grow curly lettuce, basil, rosemary, cilantro, and butter crunch lettuce. The system at my school will be in the IB Biology classroom, and will hopefully be used in lessons about ecology and ecosystems.

6. Cost and Budget Estimates – *Include what you know about potential costs and budget.*

A 10 gallon fish tank will cost about \$30. An aquaponics system for the school can be provided by ISB for no cost to me, and the smaller, 3-gallon system which will be more practical for a classroom comes with a fish tank. The materials needed for the sustainable system will probably add up to about \$100, giving the final project a price of about \$130.

7. Roles and Responsibilities – *Identify the key people involved in the leadership of the project, such as the project sponsor (person who initiated the project and is ultimately responsible for its success), project manager (who will lead the project), and key decision makers. The proposal does not need to identify the entire project team.*

The project sponsor and manager will be myself, since the project really only requires one person. A biology teacher at my school will also play a role in maintaining and implementing the system at my school.

8. Project Considerations – *Describe what must occur in order for the project to be approved. An example for a student information system might be “This project will only be approved if council agrees on its need and budget is identified and available.”*

A biology teacher at my school must agree to set up and maintain an aquaponics system in order for the project to be implemented.

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|---|---|
| <input type="checkbox"/> The proposal is intended to positively impact student achievement. | <input type="checkbox"/> This is a data-driven proposal. |
| <input type="checkbox"/> This proposal is consistent with Board policies. | <input type="checkbox"/> Funding source(s) confirmed. |
| <input type="checkbox"/> This proposal is consistent with District and building goals. | <input type="checkbox"/> Compliance with bargained agreements |
| <input type="checkbox"/> The evaluation/effectiveness plan is viable. | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Any impact on other schools and departments generally is manageable. | <input type="checkbox"/> Council action required. |
| | <input type="checkbox"/> Board action required. |
| | <input type="checkbox"/> Proposal approved/denied? |

9. Signatures – *Include the names and signatures of the project sponsor and the council level administrator who authorizes the sponsor to proceed with the project. Add additional signatures as appropriate for each project. This may include department heads, the project manager, and key decision makers.*

Project Sponsor:	Name: Alex Haworth	Signature:
Project Approval, Council:	Name:	Signature:
Other:	Name:	Signature:

10. Attachments – *List any attachments that may be relevant to the initiation of the project.*