

Eagle Project Proposal

Contents

Part I – Introduction

- Describe the project/project goals (include satellite view)
- Who will benefit – be specific

Part II – The Plan

- More detailed explanation of the job or project goals
- Explain strategy for accomplishing the goal (steps)
- Materials needed
- Tools/Equipment needed
- Budget – What it's going to cost
- Funding Plan – Source of tools and materials
- Safety – Include maps and directions to hospital
- Instructions to workers
- People needed
- Record keeping – Man hours
- Letter to sponsoring organization – Contract
- Recruitment flyers – Fund raising and work days

Eagle Project Proposal

A few key points:

- **Materials and Equipment**
 - Details, Details, Details!
 - 150 galvanized 16P nails
 - 20 - 2 X 4 X 10' Pine studs
 - Square, tape measure, utility knife etc.

- **Funding Plan**
 - Source of \$\$\$ and Materials must be confirmed and documented

- **Instructions to Workers**
 - Details, Details, Details!
 - Write it as if you are not going to be there
 - Don't assume anything – every measure, every cut etc!

- **Pictures tell the story**
 - Before, during execution and after
 - Satellite photo to show project location

- **Letter to Sponsoring Organization**
 - Your deliverable – What, where and when
 - What they agree to - Access, materials, tools, people on site etc.
 - Signed by both parties