

ORGANISATION / CLUB PROJECT PROPOSAL

Definitions

Agreement – The 'Agreement' consists of the combination of the signed completed tenancy application.

Construction Design - is the creation of a [plan](#) or [convention](#) for the construction/amendment/upgrade of a infrastructure or asset. (as in [architectural blueprints](#), [engineering drawings](#)).

Consultation - a process by which the input of others is sort on matters affecting them or the assets they manage.

Milestone - identifies when stages of the project will be completed.

Organisation Meeting Minutes - The minutes of the meeting where it was decided the project was required and voted upon in accordance with the Incorporations act.

Project Manager - is the person responsible for accomplishing the stated project objectives. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the constraints of the [project management triangle](#), which are cost, time, [scope](#), and quality.

Project Rationale - is a statement of facts explaining the background behind the project. It explains the need for the project and the viable solutions. This should be supported by the meeting minutes.

Project Summary - provides an overview of what you want to do had how it will be undertaken

Public use – Use of a facility by the general public without needing to be associated with a club.

Stakeholder/s - is anybody who can affect or is affected by an organisation, strategy or project. They can be internal or external and they can be at senior or junior levels. Some definitions suggest that stakeholders are those who have the power to impact an organisation or project in some way.

Site Plan - is an [architectural plan](#), [landscape architecture](#) document, and a detailed [engineering drawing](#) of proposed improvements to a given [lot](#). A site plan usually shows a building footprint, parking, drainage facilities, sanitary sewer lines, water lines, trails, lighting, and landscaping and garden elements.

Site Investigation - an examination of the site to review, environmental impacts, vegetation and fauna, existing services

Timelines - identify how long the project is expected to take.

User Group - A body of people who have been granted a Seasonal or Annual Allocation. This includes sports clubs, community organisations, schools, sport associations or other groups.

Quote - A formal [statement setting out](#) the [estimated cost](#) for a [particular job](#) or service: