

May 2021

## **SOUTH SOUND BIRD ALLIANCE PROJECT VETTING CHECKLIST**

1. WHO is making the request (include phone and email information)?
2. WHAT is the nature of the project, including what makes it a major project?
3. WHY is the project appropriate for SSBA?
4. WHERE is the project located?
5. HOW long do you expect the project to take, approximately?
6. HOW much do you think the project will cost SSBA, approximately?

*If approved, the Project Manager will fill out the section below:*

5. WHEN are the proposed start and end dates?
6. WHAT are the proposed total costs, including costs for SSBA?
7. HOW is the project to be accomplished? List the steps including a timeline.
8. WHAT are the potential obstacles to successful completion?
9. Please list the Project Manager's name and contact information along with the names and contact information of any external parties, partners, volunteers, staff and other involved people.