

Instructions for Worksheet # 8: Project Summary

Project Summary (Worksheet #8)

[Worksheet # 8](#) presents the goals and objectives of the evaluation process and provides a summary of the evaluation process and the results. This worksheet is not part of the original worksheets provided in the PREPARED Workbook.

Project Name/Identifier

Enter the short name for your project that was used on Worksheet # 1a.

Project Goals

Describe the project goals — including key parameters (e.g., budgetary constraints, time frames) — and the process used to establish them. Provide a brief overview of the preliminary reuse assessment findings that relate to the feasibility of these goals.

Property Recovery Action Selected

Describe the property recovery action selected for the project. If more than one property recovery action was deemed to be acceptable, provide a basis for the selection of the preferred action. Describe how the selected property recovery action will achieve the project goals.

Project Viability

Describe the results of the financial analysis. Include an assessment of the current value of the property and financial viability of any reuse projects planned or intended for the property.

Cost to the Municipality

Identify the significant cost items and estimated total cost to the municipality of implementing the project. Describe potential sources of revenue and other funding to balance these costs.

Risk Issues

Identify the potential short- and long-term liabilities that the municipality may be exposed.

Risk Mitigation Strategy

Describe the risk management tools and approaches selected to address the identified risks and liabilities.

Project Benefits

Describe the benefits to the municipality of proceeding with the project. This could include a summary of any financial benefit (e.g., income, cost savings) to the municipality. Information presented on the worksheets prepared during the evaluation process will serve as backup information for the property recovery action selection.

Stakeholder Participation and Other Contributions

Identify the members of the Sponsor Group and other stakeholders that have contributed to the evaluation process and significant contributions.

Download Project Summary [Worksheet # 8](#)