

NLANA Project Idea

Template Guidelines

Definition	A Project Idea is a Proposal to be discussed by the Northern Lights Area of Narcotics Anonymous (NLANA). It summarizes the purpose, objectives and benefits of the project as well as how the project fits in with the long-term goals, key results, and objectives of the NLANA.
Purpose	The Project Idea lends clarity to the discussion of the project at the NLANA and provides the foundation for the project plan which will be developed by the NLANA Board of Directors.
Ownership	Any member of Narcotics Anonymous can complete a Project Idea.
When	A Project Idea form should be completed before the idea is submitted to the NLANA for discussion.
Template Completion	1. This Template Guideline's section is for reference purposes only. It should be printed and deleted prior to completing the final document. 2. To input text within a text field (), place the cursor inside the field and just start typing. 3. Enter the Preliminary Project Name, preparer, sponsor and date presented for discussion. 4. Complete the document utilizing suggested text where applicable and entering text/fields where shown within <blue text> brackets. Note that the blue text is NOT to be included in your final document. Its purpose is to either provide guidance for completing requested information, or to show where text is to be input. 5. Save the document using the following file naming convention: Project Idea – [Project Name].doc. 6. Once the Project Idea is completed and after the project has been closed, this document is to be retained with other project documentation in the regional archives.

Project Idea: <Preliminary Project Name>

Prepared by:
Project Sponsor:

Date Presented:

1. Project Purpose

<Provide a BRIEF description of the reasons for recommending the project. Include background information, the problem or challenge that needs to be resolved and explain what is being affected by the problem and how it is presently impacting the fellowship.>

2. Project Objective

<This is a high-level statement that provides the overall context for what the project is trying to accomplish. How do you plan to solve the problem defined in the project purpose. What will the solution look like?>

3. Project Benefits

<Identify the key benefits (both internal and external) of adopting the project solution to be delivered and what a successful solution would provide to the fellowship.>

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4. Long Term Goals

<Identify the long term goal(s) that this project addresses. Describe how completion of this project fulfils each one.>

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