



## TEMPLATE – Pilot Project plan

This template is provided as a structure guide that each *Collaborative Networks* may use to provide in a clear manner the requested information regarding the *Pilot Project*<sup>1</sup>. The final version of the “Pilot Project plan” must be submitted via the Google Drive link provided by the General Secretariat. Please contact [secretariat@ovpm.org](mailto:secretariat@ovpm.org) to request your exclusive link.

### 1. EXECUTIVE SUMMARY <sup>2</sup>

Provide an overview of the designed *Pilot Project* which will be implemented in the framework of the Quebec Roadmap, including a brief description of the project, its objectives, compliance with the OWHC political vision, methodology, main stakeholders, title of the project, location where it should be implemented and the determined perimeter for implementation, as well as expected results and lessons to be learned.

### 2. TECHNICAL DATA<sup>3</sup>

#### 2.1 Project Title

Indicate the title of the project.

#### 2.2 Location

Indicate the name of the city or cities where the pilot project will be implemented, and the determined perimeter for implementation.

#### 2.3 Budget

Must include the global budget, the main headings including in kind, the source of funding, etc.

#### 2.5 Project Manager

Name/Surname	
Member city	
Position title	
Contact detail	

#### 2.6 Political and Operational Framework

STRATEGIC AXIS		OPERATIONAL OBJECTIVE	
<i>Priority Thematic</i>		<i>Priority Problematic</i>	

### 3. PILOT PROJECT DESCRIPTION

#### 3.1 Background

<sup>1</sup> Each *Collaborative Network* is encouraged to complement this template with all other information they consider relevant in order to explain and detail the proposed *Pilot Project*.

<sup>2</sup> Please note that the Executive Summary will be made available for public consultation in the official Quebec Roadmap website.

<sup>3</sup> The Technical Data and specifications provided for the *Pilot Project* will remain confidential and will not be available for the public on the Quebec Roadmap official website, unless consented by the respective *Collaborative Network*.



Briefly describe the background details of the *Pilot Project*, highlighting how it was conceptualized, the situation which it aims to address, its relation with the Quebec Roadmap political vision (*Strategic Axes* and *Operational Objectives*), criterion for the determination of the perimeter for implementation, as well as any relevant case studies used as reference.

### 3.2 External Environment of the Project

Relevant local, national, or international policies in force; interrelated municipal projects; case studies; and others.

### 3.3 Objectives and Indicators

Main objective of the project	Criteria or Indicators
1)	1)

### 3.4 Preliminary Schedule

Activities to be carried out in order to successfully implement the *Pilot Project*.

Activities	Timeframe and/or Preliminary deadlines	Actors involved and role	Expected results and lessons to be learned
		Responsible:	
		Participating:	
		Responsible:	
		Participating:	