**SARA –Work Planning 2021-22**

**Project proposal description**

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| **Project title** | TAG\_TITLE |
| **Cost estimate** | **O & M Costs:**  TAG\_OM\_COSTS  **Salary Costs:**  TAG\_SALARY\_COSTS  **Capital Costs:**  TAG\_CAPITAL\_COSTS  **Total:**  TAG\_TOTAL\_COST |
| **Project lead** | TAG\_LEADS |
| **Species (single or multi-species), threat or area of focus** | TAG\_TAGS |
| **SARA justification**   * What SARA process step does this work support? * What recovery or conservation measures does this work support? (if applicable) | TAG\_OVERVIEW |
| **Brief project description:**   * Objectives – what will be achieved by completing this work? * Methods – how will this work be completed (broadly)? * Milestones/timelines for completion | TAG\_PRIORITIES\_METHODS  **Milestones:**  TAG\_MILESTONES |
| **Quarterly Reporting Mechanisms** | TAG\_REPORTING |
| **Deliverable (final product)** | TAG\_DELIVERABLES |
| **Description of Future Funding Needs (if any)** | TAG\_FUNDING |
| **Other Relevant Information** | TAG\_ADDITIONAL\_NOTES |

**Additional description of headings:**

* Project lead: Name the primary contact person for this project - the person who will lead this work.
* Species, threat or area of focus: Projects may focus on single or multiple species. They may also be threat or area-based. **Prompt: Please consider whether/how single-species projects could be made to address multiple species**.
* SARA justification:
  + What step in the SARA cycle does this work support (e.g. Listing, Recovery Planning, Critical Habitat identification, Recovery Implementation, or Monitoring & Reporting)?
  + Indicate whether and how this project supports the strategies or measures described in the relevant recovery documents (Recovery Strategies, Action Plans, Management Plans).
* Brief project description: Briefly describe the work that will be completed.
  + Objectives – what will be achieved by completing this work?
  + Methods – how will it be completed (general description)?
  + Milestones/timelines for completion (when will the work take place, are there timing considerations for steps in the process (e.g. spawning time, coordination with partners, etc.).
  + Deliverables – what will be the final product delivered to the Species at Risk Program (SARP) e.g. summary table of results, CSAS publication, written report, presentation of results and meeting to discuss, etc.)?
* Quarterly reporting mechanism: Describe how progress and final outcomes will be reported to SARP.
* Description of future funding needs (if any): If there is a logical next step related to this project that we should anticipate, briefly describe future work.