**SARA –Work Planning 2021-22**

**Project proposal description**

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| **Project title** | Project Overview: Project Title |
| **Cost estimate** | 2021-2022 (year-specific information):  O&M: O&M Costs Section 🡪 O&M Items (funding source B-base SARA)  Salary: O&M Costs Section 🡪 Salary Items (funding source B-base SARA)  Capital: Capital Costs Section (funding source B-base SARA)  Total: generated automatically |
| **Project lead** | 2021-2022: Staff Section 🡪 Lead(s) |
| **Species (single or multi-species), threat or area of focus** | Project Overview: Tags -- please let Tana.Worcester@dfo-mpo.gc.ca know if we need to add more keywords for your selection. |
| **SARA justification**   * What SARA process step does this work support? * What recovery or conservation measures does this work support? (if applicable) | Project Overview: Project 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 | 2021-2022 (Year-specific information):  Year-specific priorities  Methods (this field will be added, same as for CSRF)  Activities Section 🡪 Milestones |
| **Quarterly Reporting Mechanisms** | Not linked to PPT – to be added once template is generated unless Dave adds this field while making the button |
| **Deliverable (final product)** | 2021-2022 (year-specific information):  Activities Section 🡪 Deliverables |
| **Description of Future Funding Needs (if any)** | Not linked to PPT – to be added once template is generated unless Dave adds this field while making the button |
| **Other Relevant Information** | 2021-2022 (year-specific information): 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.