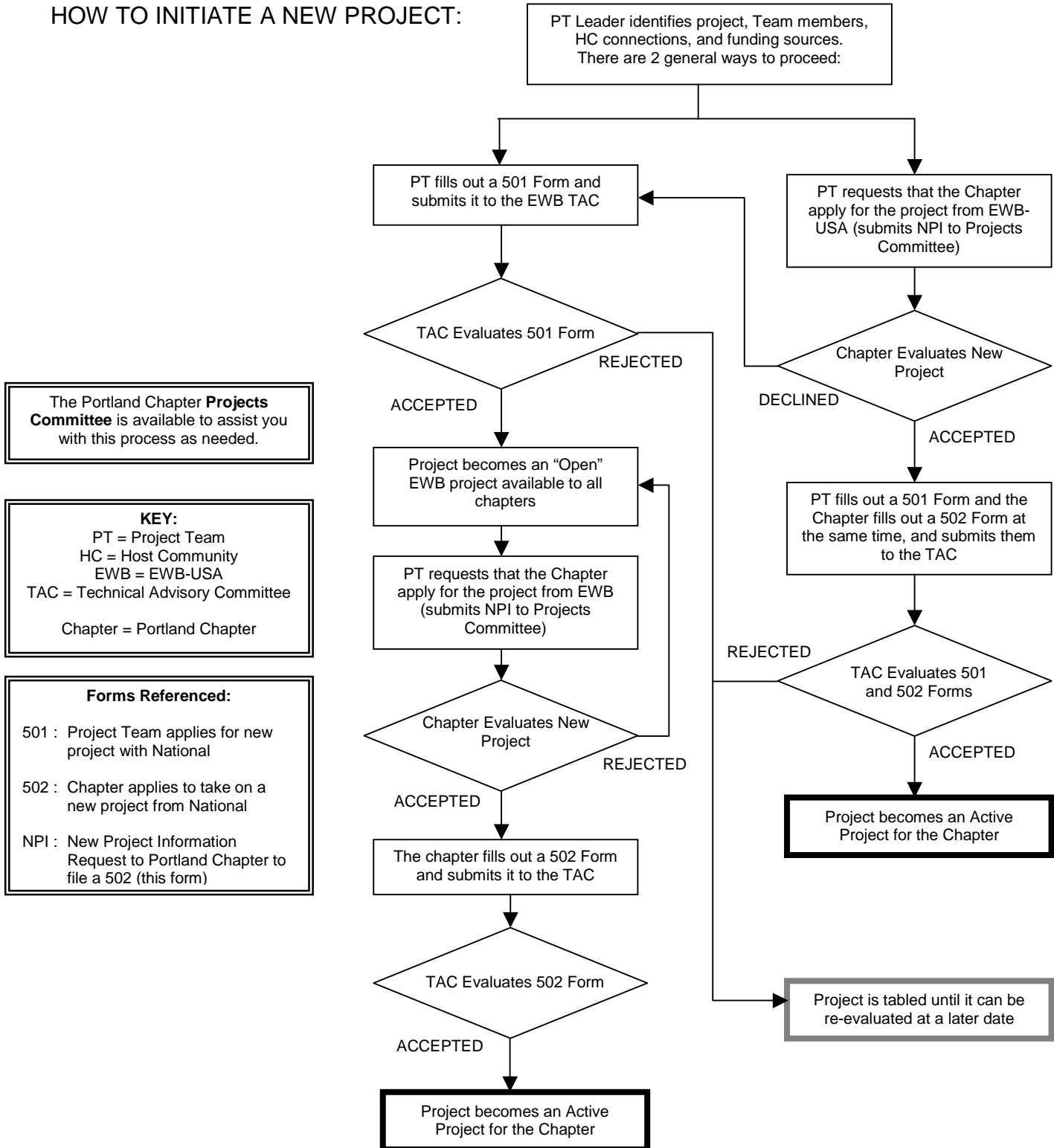


## ENGINEERS WITHOUT BORDERS - USA - PORTLAND CHAPTER NEW PROJECT PACKET

This form is specific to the Portland Chapter. It is used to guide you through the process of initiating a new project, as well as the process of requesting that the Portland Chapter apply to bring that project under its operating umbrella.

### HOW TO INITIATE A NEW PROJECT:



The Portland Chapter **Projects Committee** is available to assist you with this process as needed.

**KEY:**  
 PT = Project Team  
 HC = Host Community  
 EWB = EWB-USA  
 TAC = Technical Advisory Committee  
 Chapter = Portland Chapter

**Forms Referenced:**  
 501 : Project Team applies for new project with National  
 502 : Chapter applies to take on a new project from National  
 NPI : New Project Information Request to Portland Chapter to file a 502 (this form)

### NEW PROJECT INFORMATION (NPI) FORM

This form is to be filled out as a request to the Portland Chapter, hereafter referred to as the Chapter, to take on a new project (i.e.: file a 502 with EWB-USA). This form is used to gather information about new project proposals, so that the Chapter can compare the scope and needs of the proposed project with the resources available to the chapter. The information will be evaluated by the Projects Committee, and a recommendation will then be made to the Steering Committee. The Steering Committee will then determine whether the Chapter will apply to take on the project from EWB-USA. This form is to be accompanied by an informal presentation/ question and answer period with the Projects Committee. Please contact the Projects Coordinator if you need any assistance with this form or the 501 form: [projects@ewbportland.org](mailto:projects@ewbportland.org).

Date Submitted: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

1) Please check one of the following boxes:

- Current Project
- New Project Submitted by NGO or community
- New Project Submitted by a chapter of EWB

2) Country for proposed development: \_\_\_\_\_

3) Region (Encompasses neighboring villages): \_\_\_\_\_

4) Host Community: \_\_\_\_\_

5) NGO or local contact: \_\_\_\_\_

6) Project Summary: In an attached document, provide a short summary of the scope of work of the proposed project (please do not include all services that need to be addressed in the village long term, just the current project).

7) Check the specific services or needs addressed for this project. Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Water Supply                | <input type="checkbox"/> Energy  |
| <input type="checkbox"/> Water Treat. & Purification | <input type="checkbox"/> Structure/ Construction <input type="checkbox"/> Micro-Enterprise |
| <input type="checkbox"/> Sanitation                  | <input type="checkbox"/> Health and Safety   |
| <input type="checkbox"/> Other: Describe: _____      |  |

8) Name the Project Team Leader(s) (name and contact info):

\_\_\_\_\_  
\_\_\_\_\_

9) Name the Project Team assembled so far – note the discipline of each, and if each is new to or already affiliated with the Chapter:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

10) Estimated Time for design (in months): \_\_\_\_\_

11) Estimated Time for construction (in months): \_\_\_\_\_

12) Given down-times due to weather patterns in the Host Community, estimate the entire duration of the project (in months): \_\_\_\_\_

13) Estimate the approximate start and finish dates for the project (month/year – month/year): \_\_\_\_\_ to \_\_\_\_\_

14) Estimate the cost for entire project, excluding travel (USD): \_\_\_\_\_

15) Estimate the cost for all travel: \_\_\_\_\_

16) Identify Funding source(s) for project and approximate percentage of total cost to be covered by each:

- 1) \_\_\_\_\_

- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

17) Are Project Team members intending to finance their own travel? \_\_\_\_\_

18) Estimate the costs (including team travel) that are not yet funded? \_\_\_\_\_

19) List any non-monetary resources, such as labor, in-kind donations, etc. that are available to the project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20) List the team member disciplines that are not yet personally identified, but still necessary for the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21) Describe the connections between the Project Team and the Host Community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22) What is the potential for creating a long-term partnership with the Host Community, i.e.: is there a potential for future projects in this area?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23) What hazards may exist to persons traveling to this Host Community (health issues, transportation difficulties, civil unrest, weather, insects, malaria, etc.)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CRITERIA FOR EVALUATING NEW PROJECTS

The Chapter Projects Committee will evaluate the information in this form according to the following criteria, and then make a recommendation to the Steering Committee to apply to EWB-USA for the project or to table it until that time when the project needs can be better met by current chapter resources.

### Current Chapter Resources

Does the project require additional human resources?

Does the project act bring new members to the Portland Chapter?

Is this project a continuation of a project already begun by the Chapter?

Does the Chapter have members of the appropriate disciplines available to work on the project?

### Scope of Project

Is the technical complexity of the project within the scope of current members' expertise?

Does the timing of the project segue well with other current projects?

### The Project Team (PT)

How well are the technical requirements of the project met by the team members' areas of practice?

What is the level of commitment of the PT and the PT Leader?

### Host Community (HC)

Has EWB-USA or the Chapter worked with the HC in the past?

Did the team approach the HC or did the HC request assistance?

What is the strength of the connection to the people in the HC?

What is the strength of the local NGO (how is their track record for accomplishments)?

What is the feasibility of working in the HC (how close/far, safety from disease/violence)?

What is the potential for establishing a long-term partnership with the HC?