

Instructions for Worksheet # 1: Establish Project Goals

Establish Project Goals (Worksheet # 1)

The objective of [Worksheet # 1](#) is to organize the information important to establishing your goals and objectives for the project. Based on this information you will develop a short paragraph that summarizes the goals and objectives for the project.

Project Name/Identifier

Enter a short name for your project that was used on Worksheet # 1a.

Property Information

The property information provides a general description of the area being considered for reuse. In some cases, the potential reuse may involve multiple properties. For purpose of the evaluation, a property is defined as one or more contiguous parcels of land. It is important to identify each parcel making up a property so that subsequent evaluation includes information for each parcel. Enter the appropriate information in the table under the property information section of Worksheet # 1. If the information is unavailable or unknown, that should be noted in the table.

Considerations for Project Goals

The considerations are a series of questions that provide a profile of the issues important to the project. Issues important to the project can include:

- budget constraints,
- future use constraints,
- impacts the property may have on larger developments,
- potential “deal breakers” or issues that would stop the project,
- pre-existing issues that would rule out or impede certain outcomes, and
- concerns of the community where the project is located.

These issues help frame the development of a goal statement and outline the key considerations for the evaluation process. See [section 2.2](#) and [section 2.3](#) of the PREPARED Workbook for additional information.

Project Goals

Based on what is known about the property and the considerations related to the property, develop a few sentences or short paragraph that describe the goals for the property and your participation in the reuse of the property. The goal statement should be as specific as possible to allow a reader to understand the project, why you are involved, and your anticipated outcome. See [section 2.4](#) of the PREPARED Workbook for additional information.

Project Goals Revisions

The process of redeveloping a brownfield property is iterative . It is important to recognize that the project goals may change based on facts discovered during the evaluation process. During the evaluation process, the project goals should be reviewed and revised. Subsequent revisions and the reasons for revisions to the project goals should be documented on Worksheet # 1. This

provides an opportunity to communicate changes in goals and set appropriate expectations. See [section 2.5](#) of the PREPARED Workbook for additional information.

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