

INITIATIVE PROPOSAL FORM

(This can continue onto a second page)

Don't forget to submit your initiative spreadsheet with this form.

Name of Initiative:

Staff Implementing

(underline staff member whose spreadsheet contains this proposal):

Institutional Priority Addressed:

Goal Addressed:

DESCRIPTION OF INITIATIVE

How will this advance institutional priorities?

What outcome do you expect and how will this be measured?

How do you plan to get there (when, with what)?

Who are the stakeholders involved in implementation?

What stakeholders will benefit after implementation?

DESCRIPTION OF RESOURCES NEEDED

Personnel:

Other Expenses:

Revenues added or continuation budget expenses shifted or reduced:

Net estimated cost this year:

Net estimated cost the following year:

MILESTONES

[These milestone entries should match the timing in your spreadsheet and be by month or quarter. Milestones should be provided for hires, major purchases, initial deliverables, final deliverables, etc.]