Proposal for:______________________________________________________________________________

Budget (money and/or number of hours): ________________________________________________

Purpose/Goals (what do I hope to achieve in the short-term and long-term):
  • Short-term =___________________________________________________________________________
  • Long-term=____________________________________________________________________________

Questions: (What do I need to know in order to be successful?)

Rationale: (Why is this important? What should be considered for this plan to be successful?
Cite sources and evidence, as applicable)

Ideas: (What are my initial thoughts? How can I organize this clearly?)
  • Who:

  • What:

  • Where:

  • When:

  • Why:

  • How: