

PROJECT INITIATION REQUEST

TOPIC:

Project teams may be used when a work group is needed to develop plans, design conceptual models, or execute previously developed items. Prior to requesting a new team, the council should consider whether the potential project has all of the following characteristics:

- Is strategic in nature and falls within the scope of the charge of the sponsoring entity
 - Has broad implications for the college and needs to be considered from multiple perspectives
 - Is not easily contained within the responsibilities of a single department or job function
 - Requires significant effort that is expected to extend a minimum of one semester
 - Results in one or more specific, tangible deliverables
 - Has potential to solve an existing problem, enhance the student experience, or improve institutional effectiveness
 - Is considered as a priority for consideration based on the council's professional judgement
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SPONSORED BY:

PROPOSED DURATION:

- ☐ **NEW - NEXT ACADEMIC YEAR ONLY** (one-year charter)
- ☐ **RENEWAL** – Extend existing project team for another academic year
- ☐ **EXPEDITED/OTHER** – Please specify the intended length of time:

REQUESTED BY/THROUGH (INITIATOR):

Identify the person(s), group(s), or dialogue that led to this request.

RATIONALE (BUSINESS CASE):

1. Why is a project team needed?

Briefly describe the intended goals, opportunities, potential benefits, or expected deliverables that could be accomplished through the work of a project team. Make the case for why time and effort (institutional resources) should be committed to this project.

2. Why is this the right time?

Briefly describe the conditions which prompted this request and any associated mandates (legal requirements), deadlines, or timing considerations. If this work is a prerequisite for other work, please note what items are dependent upon finishing this project.

3. Are there any specific concerns?

If the project is intended to solve a problem, briefly describe any concerns, risks, or challenges not already described above.

Response from the College President

- ☐ Project team authorized by the President
- ☐ Not authorized – see feedback below

Team Composition (to be completed by College President)

Project Team Leads*: Lead

Co-Lead Constituency

(Constituency group asked to appoint co-lead and notes on desired qualifications/perspective)

Project Steward*:

The project steward role applies project management skills and techniques to enable effective project operation and closure. It may be assigned to one of the leads or be a separate individual. Designation of this role could require a constituency-based appointment.

External Consultant (non-ARC expertise):

Team Members – *small group of who can commit to all meetings and project activities; actual size of teams will vary by project; a rough estimate of a small team size is 4-8 people in addition to the project leads*

Recommended positions or roles to include based on knowledge and responsibilities:

Anticipated number of appointments including co-lead, project steward, and team members:

_____ Students _____ Classified Staff _____ Faculty _____ Management

*For further information, please see the defined task list in the document titled *What is the Difference Between the Lead and Steward Roles?*