

## 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.*

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### 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

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*\*For further information, please see the defined task list in the document titled [What is the Difference Between the Lead and Steward Roles?](#)*