

COMMITTEE (choose one):

Forming

Fabricating

Installing

Advocacy

PROJECT IDEA/CREATION FORM

Title:
Submitter:
Submittal Date:
Submitter Contact Info (phone and email):

TASK GROUP MEMBERS:

<i>Name</i>	<i>Company</i>	<i>Email</i>

BASIC INFORMATION:	Describe
Project Description	
Does this require immediate action? If yes, please explain.	

AUDIENCE:	Describe
Who is the primary audience for the finished work, and why?	Please mark one primary audience: <ul style="list-style-type: none"> <input type="checkbox"/> fabricators and manufacturers <input type="checkbox"/> suppliers <input type="checkbox"/> contract glaziers <input type="checkbox"/> specifiers <input type="checkbox"/> architects <input type="checkbox"/> building owners <input type="checkbox"/> other: _____

SCOPE:	Describe
Identify the breadth/depth of the project and any known limitations/boundaries that need to be considered to provide the target deliverable.	
What is the recommended format of providing the work product to the target audience?	Please mark one primary format: <ul style="list-style-type: none"> <input type="checkbox"/> GIB <input type="checkbox"/> White paper (multiple audiences) <input type="checkbox"/> Magazine article <input type="checkbox"/> MyGlassClass.com course <input type="checkbox"/> Thirsty Thursday webinar <input type="checkbox"/> AIA presentation <input type="checkbox"/> Other: _____

PURPOSE & OBJECTIVES:	Describe
What knowledge or skill gap will the work product close?	

TIMELINE:	Describe
Identify timeline, start to finish	
Target Date to First Ballot (if applicable)	
Target Date for Project Completion*	*understanding a document goes through three levels of balloting for 21-days each, in addition to time to address any comments at each level.

Attachment (if applicable):

FOR INTERNAL USE ONLY [STAFF TO COMPLETE]

Related Task Groups	
Non-technical explanation	
Does the project or topic meet the association’s strategic focus (annual, 3-year plan)?	
Budget	
After publication, packaging and promotion plan	Additional formats: <ul style="list-style-type: none"> <input type="checkbox"/> news release <input type="checkbox"/> newsletter article <input type="checkbox"/> house ad <input type="checkbox"/> Glass Magazine <input type="checkbox"/> website promotion <input type="checkbox"/> education/event topic <input type="checkbox"/> MyGlassClass.com course <input type="checkbox"/> Express Learning <input type="checkbox"/> webinar <input type="checkbox"/> AIA, CSI, other