



COMMITTEE (choose one):

Forming

Fabricating

Installing

PROJECT CREATION FORM

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

SCOPE:	Describe
Does the project or topic meet the association's strategic focus (annual, 3-year plan)?	
Identify the breadth/depth of the project and any known limitations/boundaries that need to be considered to provide the target deliverable	

NOTES: LEAVE BOX BLANK

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PURPOSE & OBJECTIVES:	Describe
What association strategic goal does this match up to?	
What knowledge or skill gap will the work product close?	
What is the intended benefit/value proposition for this effort?	

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AUDIENCE:	Describe
Who is the audience for the finished work?	
What specific needs and interests does the audience have that will be addressed by this work product?	

How will the finished work product be used by the target audience?	
What is the recommended means of providing the work product to the target audience?	

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TIMELINE:	Describe
Identify timeline, start to finish	
Target Date to First Ballot (if applicable)	
Target Date for Project Completion	

NOTES: LEAVE BOX BLANK

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Appendix A:

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Appendix B:

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Appendix C:

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