



COMMITTEE (choose one):  
**Forming**      **Fabricating**      **Installing**

**PROJECT IDEA FORM**

<b>Submitter:</b>
<b>Submittal Date:</b>
<b>Submitter Contact Info (phone and email):</b>

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

<b>PURPOSE &amp; OBJECTIVES:</b>	<b>Describe</b>
What knowledge or skill gap will the work product close?	

<b>AUDIENCE:</b>	<b>Describe</b>
Who is the audience for the finished work?	

<b>TIMELINE:</b>	<b>Describe</b>
Identify recommended timeline, start to finish	