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Essential Components

In depth knowledge/context
Current data
Benchmarking data
Clear and measurable goal
Tiered options
Projected results
Investment
Potential Costs

Know your "ground"

Who is your audience?
What is their passion?
What is their history?
Who benefits from your proposal?
Who may not support your proposal?
How can you demonstrate your need?
When long term strategy is best.



Reflect on any long standing barriers or issues?

Reflect on any persistently unattainable goals, what do you need to make those happen?

Reflect on your organizational day dreams, what does your ideal scenario have that your current one does not?

Who are you underserving, why?

Proposing Change

Sample Outline

Choose Your Own Group Adventure...

Process through these steps, either writing down general responses to the points or define the task that will be needed in that area to move the proposal forward.

Moving Forward

Proposing Change at Your Institution

What was easiest to define in the proposal?

What was hardest?

What happens if you are told no? Maintaining professionalism, understanding time and place.

