

Proposals assist large institutions to ensure that organizational changes are intentional, facilitate progress, and will work systemically throughout the institution. Although you will take a very in depth dive into your topic area and should be well versed on all anticipated questions, the proposal should mimic an executive summary in size and scope with additional referenced attachments as necessary. It should be a quick and thorough read no longer than 3 pages (not counting any resource attachments).

Idea/Initiative: _____

<u>Circle if you plan to include</u>	<u>Summarize thoughts regarding selections if known</u>
<u>Current State</u> Current state (Providing context) History of current state (how did we get here) Current why (if not same as history) Current problem or opportunity	
<u>Data</u> Data to illustrate current state Data to project future state Qualitative or Quantitative Available or Need to Conduct Research	
<u>Technological or Generational Change</u> Current methods outdated Current methods not having farthest reach	
<u>Detail Best Practices:</u> Current research in field Current state of leading programs Current state of benchmarking institutions	
<u>List Assumptions:</u> Plan is based on enrollment of X Plan is based on area size of X Plan is based on X number of packages	
<u>Future state:</u> Include options Include pros/cons of options Include mitigating measures for cons Detail the “why” to your recommendation	
<u>Illustrate for Clarity:</u> Use headings and tools (such as bold/underlining) Avoid long narrations Use charts to complement different learning styles Use examples such as social media screenshots	
<u>Financial Considerations:</u> Include current costs Include projected costs (human also/time=money) Include calculations on compression Include projections on savings	

<u>Impact of Change:</u> Summarize overall impact to institution regarding change Image Recruitment Retention Ethics (right thing to do/why?)	
<u>Timing:</u> When would this ideally be implemented? How long to prepare? How long to implement? Any other relevant timing considerations?	

Proposal Considerations

Although these may not necessarily be topics your proposal will address, they are necessary questions to ask yourself prior to the process.

- Have you already discussed your idea with supervisor? Proposals should not come out of nowhere
- What is your goal? (updating an existing process, implementing a new process, discontinuing a process)
- Who is the Primary beneficiary of this idea? Secondary?
- Who is the “on campus” expert in this area?
- Who are the decision makers (ultimate audience)?
- Are there others doing this same thing, what are their lessons learned/advice? How can you build upon their experiences?
- What is unique about your institution as it relates to this idea (i.e. we have a different set of impacted variables or downstream processes to consider/everything in context)
- What research has been done that can be referenced?
- Are there others who you should consult to identify possible concerns and address within proposal?
- What is the predominant culture on your campus and how does your idea fit into it?
- What are your divisional/institutional goals and how does your proposal fit into it?

