

IDEA ABSTRACT

Project Director:
Project Title/Purpose:
Date/Telephone #/Email address:

1. **Need Statement:** (What need are you responding to?) Specify an identifiable need that exists and can be addressed. Describe the problem clearly, and be thinking about forwarding supporting evidence.

2. **Goals:** (What are the anticipated outcomes?) A goal is a broad statement that describes a desired outcome. Goals are long-range and very general. A goal should focus on outcomes such as how a situation will be changed as a result of a successful project. Does the statement fit the mission of the institution?

GOAL 1:
GOAL 2:
GOAL 3:

3. **Objectives:** (What are the anticipated outcomes?) Objectives should be believable, achievable and measurable (BAM). An objective is a milestone that measures the progress towards your goal (for i.e., increase student retention and enrollment by x%)

OBJECTIVE 1:
OBJECTIVE 2:
OBJECTIVE 3:

4. **Project Description:** (How are you going to do it?) Indicate the activities that are to be conducted to meet the objectives; include targeted population, collaborating partners, etc.

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5. **Budget:** (How much will the project cost?) Start thinking about how much your project will cost. Brainstorm on some rough figures for line items in the budget and write a short statement explaining and justifying each line item.

BUDGET LINE ITEM	ESTIMATED AMOUNT
Salaries	
Supplies and Materials	
Equipment	
Travel	
Marketing	
Contractual Services	
Other	
TOTAL:	

6. **Evaluation:** (How will you know when and to what extent you have succeeded?) What kind of results will indicate the accomplishment of your objectives; what will be your method of evaluation (surveys, questionnaires, test scores, etc).

RETURN FORM TO:

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