

**ASIST CHAPTER PROJECT PROPOSAL
APPLICATION – due March 31, 200__
FINAL PROJECT REPORT – due September 30, 200__**

Project Name:
Chapter:
Prepared by:
Prepared Date:
Projected Start Date:
Projected End Date:

Description (Enter brief description, including business need and problem to be solved)

Description of Project:

List agenda and speakers (if appropriate):

Goals and Objectives (List major project goals and objectives for each) For each goal, please list specific measurable objectives

Goals	Objectives
1. Publicity 2. Exposure 3. More involved membership, including local fundraising	

Benefits (Enter anticipated value from your chapter's perspective and from ASIST's perspective)

How will success be measured? How will you know you have achieved your goals and objectives? (e.g. What do you want to be able to announce in the final project report to ASIST?)

Assumptions (Enter project assumptions)

List assumptions for your project – verify they are actually available. For example, as appropriate, list:

- Volunteers, helpers: who, and are they available?
- Speakers: who, and are they available?
- Facilities: where, and are they available?
- Arrangements with partners - what are the agreements for sharing costs event promotion, printing, mailing, administration, so there is no confusion after the event on who pays how much?

Constraints (Enter project constraints including resources, timeframes, and deliverables)

Are there any known limiting factors (resources, timeframes, and deliverables)?

Risks

List major potential risks that could have negative impact on schedule or cost. Identify a strategy for managing high-probability risks.

Key Milestones (Briefly list major milestones and dates – what will be done by when?)

Description	Dates

Budget – Planned and Actual

List how amounts planned and actually spent, especially how funds will be spent for conference support persons. (Chapter Development Fund money cannot be used to pay travel expenses for ASIST members or honoraria for speakers.)

Item	Planned	Actual
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