



## **New Project Proposal Form**

This is a quick look at the breakdown, benefits, risks, and resources needed for a new project. Once this form is completed, the board can vote to either further investigate the idea as it is, rework it, put it on hold for a later date, or shelf it indefinitely.

Project Name: \_\_\_\_\_

Type: \_\_\_\_\_

Sponsor/Project Manager: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Budget: \$ \_\_\_\_\_

\_\_\_\_\_

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What is the problem to be solved here? Service or product to be offered?

How does the community/AAA benefit? Does this fit within our mission?

How will this project’s fund be raised? Are there grants or other resources that could be used?

Are there any potential partnerships for this project?

What are the top risks of this project?

AAA Board Use:

Advance	Rework	Hold for later	Move on/Shelf idea