TECHNOLOGY FEE ACTION PLAN REVIEW – DISCUSSION FORM

Action Plan # _____   **Title** _____

Organization/Unit _____   **Project Director** _____

Summary of Proposal:
What is it about? "The objective is to [do what] by [how] at a cost of [how much] within a clear timeframe [milestones]."

Analysis of Proposal:
Are the needs articulated? Is there evidence of feasibility study/research? Are the objectives clear/well-defined? Is the impact given? Is the project described in sufficient detail so readers can understand it? Do other peer institutions have similar projects to which this project can be compared, demonstrating that it meets best practices? What are the project's strong points? Why do I support it? What are the project's weak points? Why do I not support it?

Budget:
Amount requested _____
Is the budget clearly justified? Is there evidence of unit contribution/match? Would the project be possible with partial funding?