



BOARD OF DIRECTORS PROJECT PROPOSAL FORM

Submit this completed form to Jim Thompson, ATMAE Executive Director
executive@atmae.org

Recommendation Title:

Scope Statement: (A very brief description of the recommendation. It should be a clear, precise and succinct statement of the recommendation, its purpose, rationale)

Success Criteria:

Proposed Budget:

Proposed Timeline:

Project Reporting: Typically, the project lead will provide monthly project status reports to the ATMAE Executive Director on the week prior to the Board of Directors meeting.

Risk Identification:

- 1.
- 2.
- 3.

Project Lead: include name, title, organization, and contact information.

Project Team and Roles: include name, title, organization, and contact information.

- 1.
- 2.
- 3.

Do you desire to present your potential initiative (10 minutes) at the next ATMAE board meeting?

This section to be completed by ATMAE Staff:

Project ID:

Enter Date:

Action taken by the ATMAE BoD:

Meeting Minutes Dated: