



Project Proposal to the ATMAE Board of Directors

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, project status reports will be provided monthly on the week before the monthly BoD meeting by the project lead to the ATMAE executive director.

Risk Identification:

- 1.
- 2.
- 3.

Project Lead:

Project Team and Roles:

- 1.
- 2.
- 3.

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

Action taken by the ATMAE BoD:

Meeting Minutes Dated: