

HOW TO COMPLETE THE SERVICE AREA PROJECT DETAILS FORM

The following describes the information required for a Service Area Project Details form. This form is used to communicate planned activities that will eventually be part of the Strategic Plan and SCCs accountability process. The form is relatively easy to complete and is open to everyone. Project Details should be submitted through, and approved by your manager.

To complete the form enter the following information in the requested fields:

- **Area:** Enter the name of the area that will be responsible for completing the project
- **Manager:** Enter the name of the manager of the above area
- **Project Title:** Add a title that can be used to quickly identify the projects
- **Project Description/Rationale:** Enter a brief description of the project and why it is needed, you should reference any outcomes assessment that has identified the project need.
- **Area Outcome Supported:** Enter the Service Area Outcome that is supported by the project (if you are unsure of your service area projects discuss with your manager)
- **How is Outcome Supported:** Enter a description of how the project supports your service area outcome.
- **Activity List:** enter a list of activities required to complete the project. Each activity should also include start and end dates as well as who the activity will be assigned to. This information is used to communicate the duration and scope of the project and is helpful in seeing when key work will be completed.
- **Project Outcomes:** Describe what you expect to change as a result of implementing the project. This may include changes to process or procedures, increase in finances or less tangible results like increased student success or efficiency.
- **Project Resources Required:** Provide a description of any additional resources that may be required to complete the project. You should also indicate the source of these resources. For example some resources may be obtained through the Strategic Proposal Process or through negotiation of resources from other departments.