

Quality Initiative: Initial Proposal Assessment

Proposal #: _____

Reviewer: _____

Problem/Opportunity Statement

Extent that the statement succinctly describes the problem or opportunity, includes specific, observable indicators, does not infer cause, and does not include solutions.	Very Good	Good	Fair	Poor	Very Poor

Comments:

Proposal Themes

Extent that the problem or opportunity statement relates to the identified theme.	Very Good	Good	Fair	Poor	Very Poor

Comments:

Benefits

Desired outcomes, both tangible (e.g. decreased costs, increased revenue) and intangible (e.g. improvements that are important but are difficult to quantify). Benefits should be realistic and measurable.	Very Good	Good	Fair	Poor	Very Poor

Comments:

Scope

Extent in which the scope or impact on the institution as a whole versus specific areas, units or departments.	Very Good	Good	Fair	Poor	Very Poor

Comments:

Stake Holders

Extent that persons/groups that have an interest or position in the issue – both internal and external to the University – are identified.	Very Good	Good	Fair	Poor	Very Poor

Comments: