

Project Summary Template (Form 1a)

Please use this template to create a brief Project Summary and attach this to your completed Project Approval Form for circulation and review. Please note that the boxes below will expand to accommodate your responses, so please answer each question as completely as you can.

Brief project description (What is your project and what is it designed to accomplish?)
Project Start Date: Project End Date:
Key Faculty/Staff (In addition to you, the Project Lead, who else at MICA will have a role in developing, implementing, or evaluating this project?)
Project significance (How does your project contribute to or advance the College, the field and/or the community?)
Partnerships/Collaboration (Please note any external partnerships that are <i>necessary</i> to the creation/implementation of your project. Please note any external partnerships <i>that will be created</i> by your project.)
Institutional Resources (Please note any institutional <i>resources necessary</i> to implement your project. Please note any institutional <i>resources that will be created</i> by your project.)
How will you know if your project has been successful? (What will you measure, and how?) Date and Signature/Approval _____ Academic Division Date and Signature Approval _____ Advancement Comments: _____ _____ _____ _____