



Central Washington University CTE 590 Project Proposal

Check the box for this project that corresponds to the course listed below

- | | |
|---|---|
| <input type="checkbox"/> 521 Curriculum | <input type="checkbox"/> 522 Survey of Research |
| <input type="checkbox"/> 580 Administration | <input type="checkbox"/> 581 Program Resource Mgmt. |
| <input type="checkbox"/> 583 Partnerships/Advisory Committees | <input type="checkbox"/> 584 Supervision/Evaluation |

Name:

Date:

Email:

Phone:

Proposal Directions: *Type your proposal in this template. Handwritten proposals will not be accepted. Answer each prompt thoughtfully and with complete sentences. Sections will expand as you type. It is recommended that you type your answers in a separate MS Word document and spell check, then cut your selections and paste in the prompts. You must provide sufficient information to all prompts to demonstrate that you fully address each one. After finalizing your proposal, save the document and **send it to your professor as directed (BlackBoard or email)**. Submit answers to items 1 through 12, as your project proposal, by the proposal due date. Submit answers to items 1 through 22, as your project report, by the report due date.*

1. Project Title:

Points

Provide a short, descriptive title for your project.

2. Project Goal

5

Identify the broad goal you have for your project and how it relates to your graduate degree and career goals.

3. Project Outcomes

5

Identify 3-5 measurable outcomes for your project. Project outcomes must support the theory course outcomes.

- 1.
- 2.
- 3.
- 4.
- 5.

Points

4. Why is this project important to the target audience?

5

Describe how your target audience will benefit from the completion of your project.

5. What does the research or literature say about your topic/project focus?

5

Use a minimum of 5 references to create an annotated bibliography which supports your project.

6. Plan of Action & Timeline

10

Develop a timeline and action steps for completing your project.

Task #1:

Completed by:

Task #2:

Completed by:

Task #3:

Completed by:

Task #4:

Completed by:

Task #5:

Completed by:

Task #6:

Completed by:

Task #7:

Completed by:

Task #8:

Completed by:

| | Points |
|--|---------------|
| <p>7. How will you accommodate your project time requirements with your current job?</p> <p><i>Your project requires a commitment throughout the project duration. Describe how you plan to manage your time to complete your project.</i></p> | 5 |
| <p>8. What resources/stakeholders will you consult for your project?</p> <p><i>List the resources/stakeholders you plan to consult as you implement your project. Describe each one's relationship to your project.</i></p> | 5 |
| <p>9. How will you document your accomplishments? (Website, Brochure, Manual, etc.)</p> <p><i>How will you demonstrate that you completed your project? Describe the end product for your project.</i></p> | 5 |
| <p>10. How will you assess your accomplishments?</p> <p><i>Describe how you will measure whether your project was successful in reaching your stated goal and outcomes.</i></p> | 5 |
| <p>11. Your supervisor can be a district or agency administrator. Who will be your supervisor?</p> <p><i>Describe their level of involvement with your project.</i></p> <p><i>Supervisor Name:</i></p> <p><i>Phone Number:</i></p> <p><i>Email:</i></p> <p><i>Supervisor Role/Involvement in Project:</i></p> | 5 |
| <p>12. How will you engage other professionals or community members in your project?</p> <p><i>There will be additional people critical to your project success. Describe them and their involvement.</i></p> | 5 |
| <p>13. Completed Journal Entries</p> <p><i>Place ALL journal entries in this space from the beginning to end of your project. Entries must show implementation of your action plan. You can copy from another document and paste into this section if needed.</i></p> | 30 |
| <p>14. Abstract</p> <p><i>Prepare an information abstract (100 to 140 words) about your project. The abstract should concisely describe your project by identifying the goal, methods, project scope, and accomplishments. Identify your name, major, and project title on the abstract cover page. The abstract should be used as the cover page for the end of project report. A copy of the abstract will be kept and used by the department for documenting graduate program accomplishments.</i></p> | 15 |

15. Literature Support **15**

How did the review of literature influence the scope of the project? Use APA format and information from your annotated bibliography to support your statement.

Points

16. Technical & Human Relation Skills **5**

Identify the skills you used to assist you in achieving your goal, i.e., work well with people, being good listener, well organized, good writing skills, etc.

17. Professional Leadership Characteristics **5**

Identify the professional leadership characteristics you used to conduct your project, i.e., responsibility, creativity, respectfulness, fairness, assertiveness, etc.

18. Reflection & Summary **15**

Analyze your progress in conducting your project. Identify your challenges and successes. If you were to repeat the project, what would you do differently?

19. Personal Growth **5**

How has the project assisted you in your personal and professional growth, i.e., things you would change or keep the same, attitude changes, etc.?

20. Career Professional Development **5**

How has this project helped you become a better leader, educator, or facilitator?

21. Mentor/Supervisor Mid-Year and End of Year Assessment **20**

Include your mentor/supervisor assessment forms as part of your report.

22. Product or Impact Statement **75**

Submit a copy of any products produced for your action plan. Identify the impact or potential impact that your project has for your profession or your employment agency.

Points Possible 250