**Initial Proposal for Researching a New Project Form A**

Project Overview

1. Type/Title of Project:
2. Problem to be solved or Upgrade/New Idea to be addressed:
3. Goal of Project and how will this project benefit Ananda Ashram and further the VISION OF THE GURU?
4. Who are the Project Initiators?
   1. Who will follow through?
5. Approximate how many hours a week will this need initially and when finished?
6. Research Needed:
7. Description and Basic Details of Project:
8. Ballpark Budget Needed:
   1. Funded by? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EC Initial Research Approval and Comments**:

Approved Denied Pending

Comments:

If approved please fill out the details on the project final proposal Form B

Signed:

*Executive Committee*

**Final Project Proposal Form B**

Details of Project

Project Name:

1. Assigned Lead Managers
   1. Names:
2. Detailed description of project
   1. Sketches, layout plans, outline, visuals
3. Materials needed:
4. Chronological Steps/ Action Items List
5. Tasks- who fulfills the tasks above and about how much time will each step probably take
6. Budget
   1. How do you see this project being funded?
7. Staff /Staff Hours Needed:
8. End Goal
   1. When do you see this project being completed?

Note: Gather all data in one place for access- create notebook, folder online or paper folder

If shared online on Intranet write link here.

**Executive Committee Project Go Ahead Decision**

Project Approved

1. Please Use only assigned hours for your project
   * 1. Hours assigned by EC/HRC:
     2. \_\_\_ hours per week
   1. Budget
   2. Comments:

Project Denied

Comments: