



Appendix B NWACC's AQIP Action Project Application Form

Instructions: Please complete each of the following sections and submit an electronic copy of your application by **November 3, 2009**. Please attach any supplemental material you think the Quality Council should consider. If you have questions or need help, please contact Bruce Moses or Claudia Tonihka at 986-4026 or 986-4027.

Application Submitted by:

Date:

Department/Unit:

Project Title:

1. Describe the proposed project. What do you propose to do? (100 words or less)
2. Based on your own criteria, how would you describe the urgency of the project? Explain.
 Low Medium High

3. What are the desired/expected outcomes of the project? (list several)

4. How can these outcomes be measured?

5. How much money do you think it will cost to accomplish this project? (If possible, detail expenses.)

6. What human resources do you anticipate needing? What sort of time commitment will be expected of the participants?

7. How does the project support NorthWest Arkansas Community College mission.

8. Who will take primary responsibility for managing the project? (Name and title)

9. Who else will be involved in the project? Are those people aware of the project at this time? (Names and titles)

10. List the units, colleges or schools that will be affected by this project? (The more cross-cutting the better the impact)

11. How long will it take to accomplish the project?

___ 6 months ___ 1 year ___ 1-2 years

12. What criteria will the team use to determine when the project has concluded?
(How will you know when it's done?)

14. What criteria will be used to measure the success of the project?

15. Which of the nine AQIP categories does this project address?