



Montana State Library Proposal Form

The following information will be used to document ideas for new or improved programs, projects or services. Ideas captured here should briefly convey the need or opportunity to be addressed, the desired outcomes, how outcomes will be evaluated, and known resources needed to achieve the desired outcomes. This documentation will be used to prioritize ideas and to identify MSL resources necessary to achieve the project outcomes.

1. **Summary:** *(Briefly summarize the proposed program, project or service and how the proposal aligns with MSL strategic goals)*
2. **Outcomes:** *(Who is the primary audience or stakeholder and what changes in knowledge, skills, attitudes or behaviors should we expect to see as a result of the proposed program, project or service?)*
3. **Evaluation:** *(We will know the outcomes have been achieved when ... What qualitative and quantitative data is necessary to evaluate our success? How will you collect the data to analyze the outcomes?)*
4. **Actions:** *(What concrete steps need to be taken, and by whom, to launch the program, project or service?)*
 - a. **Primary Project Manager:**
 - b. **Other MSL staff** that will be involved in the project's implementation:
5. **Anticipated project timeline:** *(The timeline should include all known aspects of the project, from the planning phase to implementation and launch, to evaluation and, if applicable, an end date. Are there known deadlines that must be met or other criteria driving the timeline?)*
6. **Communication:** *(How and to whom will we communicate outcomes?)*
7. **Anticipated costs if known:** *(The costs should include all known potential direct costs for the project (not including MSL funded personnel). Typical costs may include, but are not limited to services or content provided by third-party vendors, hardware or software, supplies and materials, equipment, marketing contracted speakers, trainers or consultants including associated travel, event locations, catering, and services.*
8. **Looking to the future:** *(If we successfully achieve the outcomes what future investment may be necessary to continue or success?)*