

Provo School District  
**Project Planning/Request Form**

**Begin with the end in mind.**

School: .....  
Administrator's Signature: .....  
Main Contact: .....  
Date Submitted: .....

1. What is the project?
  
2. What purpose/need does the project serve?
  
3. Who will benefit from the project/product? (Special populations, grades, etc.)
  
4. What is the expected outcome?
  
5. How will the product/outcome be measured? (who/what/when/where)
  
6. What is the proposed time line? (Starting date – Ending date)
  
7. Who is involved?
  
8. What resources are required? (Equipment, materials, budget, people, etc.)

Approved by: .....  
Budget amount approved: .....  
Account Code: .....

Attach additional information as needed.

October 30, 2000