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| --- | --- |
| **Table 1 - Scope/ Work Plan** | |
| **Project Description:**  *(Describe what is being proposed, including a detailed scope of work and how the proposal was developed)* |  |
| **Submitted by:**  *(committee name)* |  |
| **Objective:**  *(Describe what is expected if project/program is implemented)* |  |
| **Justification:**  *(Explain why the Board should approve. Include any committee actions concerning the proposal. List expected benefits to PTI and/or the Industry.)* | 1.  2. |
| **Timeline:**  *(Show major steps assuming approval by Board at the next meeting.)* |  |
| **Impact on Other PTI Programs:**  *(Describe impact on other programs, both positive and negative, if any)* |  |
| **Table 2 - Financial Impact/ Resource Analysis** | |
| **FINANCIAL RESOURCES:** | |
| **Cost estimate:**  *(List estimated expenses related to the project; include annual estimates for a minimum of 3 years)* |  |
| **Revenue Estimate:**  *(List estimated revenues related to the project; include annual estimates for a minimum of 3 years)* |  |
| **PERSONNEL RESOURCES:** | |
| **Staff**:  *(Estimate the required staff time that will be required to implement the project; Include estimates for related future year activity, if applicable)* | **Staff Position 2014 2015**  Executive Director  Technical Director  Engineer  Marketing Coordinator  Graphics Designer/Editor  Accountant |
| **Committees**:  *(Describe the required committee involvement and contributions necessary to implement the project)* |  |
| **Outside Consulting/Professional Services:**  *(Describe the required involvement and contributions of outside consultants and other professional service providers)* |  |
| **RISK ANALYSIS** | |
| **Assumptions**:  *(List all major assumptions used in developing the above resource estimates)* |  |
| **Risks/Worst Case Scenario**:  *(Describe related risks and “worst-case” scenario associated with the project)* |  |
| **Other**:  *(Describe any other relevant information that the Board should consider)* |  |

**Submit completed form to staff for review by the Financial Advisory Committee**