## Project Declaration Form

### Timeline:
- Planned project kickoff date: mm-dd-yyyy
- Target completion date: mm-dd-yyyy
- Actual completion date: mm-dd-yyyy

### A. Give this Action Project a short title in 10 words or fewer:

### B. Describe this Action Project's goal in 100 words or fewer:

### C. Identify the single AQIP Category which the Action Project will most affect or impact:

### D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

### E. List the organizational areas - institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

### F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

### G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

### H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

### I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

### J. Other information (e.g., publicity, sponsor or champion, etc.):