Los Medanos College
Program Improvement and Development Process
Proposal Form
2010-2011

Project Title: __________________________________________

Priority: __________________________________________
(Provide department priority (i.e., 1, 2, 3 etc),
if more than one project is submitted)

Unit or Team: __________________________________________

Contact Person: _________________________________________

Manager’s Signature: ________________________________

Overview of Proposal (Must by typed with no less than 12 font and no more than 4 pages)

Scope of Project
What is the project that you are proposing to be pursued next fiscal year?
Include the following in your response: (1) A description of the project as
developed in your department/team’s program review and planning document or
annual update and how the project will support College Goals; (2) Any research
data (qualitative or quantitative) that supports the need for this project to be
pursued; and (3) A discussion of the desired outcomes of the project.

Budget
Provide a written commentary addressing your budgetary needs and how these
expenditures will support the project and yield a successful outcome. Also
indicate if the budget request is for one year, multiple years or ongoing.

[You must consult with the Director of Business Services to confirm accuracy of
salaries and benefits and with the Technology Systems Manager for computer
costs.]

In addition, provide a line item budget for each expenditure category below:

Line Item Budget
Staffing
(Types: classified, faculty, part or full-time, reassigned time, stipends, Student [hourly wages only, do not include permanent Classified, management or faculty wages])

Employee Benefits
[Faculty Hourly: 10.3%]
[Classified Hourly: 10.4%]
[Student Assistant: 2.0%]

Supplies

Consultants

Travel

Interprogram (Copies, postage, etc.)

Equipment

Total Budget Request

Funding Request:
[  ] One Year
[  ] Two Years
[  ] Ongoing

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