Topic:

Location in EM Plan:

Submitter:

Submission date:

1. WHAT? What is the initiative? Describe in appropriate detail.

2. WHO? Who will it impact (e.g., special populations)? How many students will it/does it impact?

3. WHEN? Identify the timeframe of implementation

4. COST? How much will it cost? What is the cost per student affected? Will students have to pay? How much? Is any revenue generated?

5. OUTCOMES? What are the expected outcomes of the program?

6. RESPONSIBILITY? Who is responsible for managing and implementing the program?

7. CLOSING THE LOOP? When will data be collected? How will it be used?