COMMUNITY COLLEGE OF DENVER

POG ID Number:_____

PRIORITIZATION AND OPERATIONS GROUP TEMPLATE

Please select the type of proposal you are submitting:

☐ Exploratory and Seeking Feedback* (Complete Part I of the template)
*POG Recommends getting feedback prior to submitting a full proposal.

☐ Budget Impacting Full Proposal (Complete Part I and Part II of the template)

☐ Non-Budget Impacting Full Proposal (Complete Part I and Part II of the template)

Part I. Preliminary Considerations: To submit an initiative proposal, please complete Part I and return this document and any supporting documentation you may have via email to POG@ccd.edu.

Name of initiative: _____

Submitted by: _____ Your title: _____

Date of submission: _____

Desired initiative implementation date: _____

Is this initiative a direct result of the ASB prioritization recommendations? If yes, elaborate:

Background information related to this initiative proposal:

Identify a Need (Step 1 of the CCD Decision Making Guidelines):
What area of need is this proposal addressing?

How will the proposed initiative address it? (Provide details of the proposal in this section.)

Needs analysis: What data do you have to indicate that there is a need for the initiative?

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What are the implications for the CCD strategic planning priorities?
(https://www.ccd.edu/about-ccd/vision-mission-strategic-plan)

Are there other similar initiatives occurring now? If so, how would this initiative relate to other current CCD initiatives?

Stakeholder Engagement (Step 2 of the CCD Decision Making Guidelines):

Identify stakeholders for the initiative and describe how you will incorporate their feedback into the full proposal. (e.g., fiscal, human resources, facilities, security, IT)

Part II. Initiative Development: To be completed by the initiator of the proposal, after Part I is completed, and upon receiving POG endorsement.

Complete and return Part II and any supporting documentation you may have via email to POG@ccd.edu.

Research and identify options (Step 3 of the CCD Decision Making Guidelines):

What are the best and innovative practices that are happening in other spaces (nationally, system wide, etc...)?

Implementation (Step 4 of the CCD Decision Making Guidelines):

Describe how the initiative will be implemented.

Relationship of the proposed initiative's objectives to the strategic priorities and/or Other Mission Documents. Include the initiative's objectives, and clearly and specifically relate them to CCD's strategic priorities:
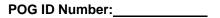
Implications: Identify implications this initiative may have on the following areas or units:

Implications on the college budget (It is recommended that you consult with the Strategic Budget Committee):_____

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Implications for organizational structure & operations (e.g., human resources):

Implications for IT:

Implications for facilities management:

Implications for security:

Implications for academic affairs (e.g., academic centers, college pathways, tutoring.):

Implications for Enrollment Administration and Student Success (e.g., Enrollment Services, Student Development and Retention, Student Life, Institutional Research):

Implications for Administrative Services (e.g., Human Resources, fiscal, IT, facilities):

Others:

Outcomes and Evaluation (Step 5 of the CCD Decision Making Guidelines). Include the benchmarks for success and how you will utilize assessment, evaluation, and continuous improvement. It is recommended that you consult with the Institutional Effectiveness Committee.

State your objectives and/or student learning outcomes using the SMART format: https://www.mindtools.com/pages/article/smart-goals.htm

Please describe your planned process and timeline for evaluation and assessment: