

**BALTIMORE CITY**  
**PUBLIC SCHOOLS**

**Leadership Units for Member-Initiated Projects**  
**Proposal Submission Form**

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**Directions**

To submit a proposal for a Member-initiated Project:

1. Answer the questions on this form using as much space you need to provide a clear and thoughtful answer.
2. Save this document with “Proposal” and your last name. For example, Proposal Matthews.
3. Email your completed document to PSASA\_JGP@bcps.k12.md.us with the subject line, “Proposal for Member-Initiated Projects”.

**Employee Information**

Employee ID Number:	
First and Last Name:	
Position:	
Location/School:	
First and Last Name of Direct Supervisor:	
Today's Date:	

# BALTIMORE CITY PUBLIC SCHOOLS

List the stakeholders you will engage to ensure your project is a success. Include each stakeholder's role and contribution to the project.

Stakeholder:

Role:

Contribution:

Stakeholder:

Role:

Contribution:

Stakeholder:

Role:

Contribution:

## Learning

Describe how is your project is above and beyond expected job responsibilities?

What are the measurable goals for your project? Write 2-3 goals for your project using SMART goal criteria.

1.

2.

3.

Explain each goals significance as it aligns to your SPP and/or school's/district's priority area(s).

What assessment method will you use to measure whether or not you've reached each goal? Provide the baseline data you will use to measure your progress towards achieving your goals.

What data, trends, or patterns were used to determine the root cause or documented need for the project you have identified?

What models, research, or personal experiences of trial and error (i.e. pilot studies, action research, focus groups) support the solution(s) or improvement(s) proposed?

## Application

*Explain the solution(s) or improvement(s) that you anticipate as a result of implementing your project including the methodology of the project's implementation.*

*How does/do your solution(s) or improvement(s) support the advancement of City Schools?*

*Provide an overview of your project that explains how you will apply the solution(s) or improvement(s) you described.*

*Describe the strategic plan and process you will use to reach your goals (e.g. Stages of Implementation, tasks, resources, time commitment, target, audience/ group).*

## Outcomes

*How do you plan to sustain the solution(s) or improvement(s) of your project, including stakeholder engagement and other internal/external partners?*

*How will you continuously reflect on and adjust the efficacy of your project?*

*How will you evaluate the effectiveness of the project inclusive of implementation and impact?*

*Once your project is complete, how will you determine the tools and/or processes that the school(s)/central office departments/community will need to continue/support implementation?*