

GUIDELINES FOR STRATEGIC SUBMISSIONS TO PROVOST COMMITTEE

1. Committee: Provost Committee
2. Contact Executive Director
 Office of the Provost and Vice President Academic
3. PC

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- b. Structure Briefing materials shall contain the following information-
- i. Project Name
 - ii. Project Sponsor
 - iii. Project Contact(s)
 - iv. Other senior leader(s) (as determined by the Sponsor and Chair)
 - v. Applicable Strategic Priority(ies)
 - vi. Project Purpose
 - vii. Resource Implications & Resourcing Plan
 - viii. Recommendation
 - ix. Background
 - x. Issue(s)
 - xi.