### Organizational Excellence Project Proposal

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| --- | --- |
| **Name of Project** | [Name of Project] |
| **Project Owner** | [Name], [Department] |
| **Date** | July 23, 2013 |

#### Purpose

[Broad statement regarding the intent of the project (i.e. The goal of this project is to…). Be concise.]

The goal of this project is to…

**Description**

[Briefly describe the opportunity or problem that this project will investigate. This should include the scope of the study (what will and/or will not be included), key steps in the current process, a description of the main challenges, and a sense of the size/dimensions of the proposed area of study. If applicable, also identify any other departments that you would propose as participants in the project.]

[Enter section here…]

**Objectives**

[List 1-3 specific objectives of the Benchmarking project (e.g. “To identify new and innovative ways to…”)]

1. [Objective #1]
2. [Objective #2]

**Strategic Alignment**

[Describe how this project will support university or departmental strategic plans, such as referencing Carleton University’s [Strategic Integrated Plan](http://www6.carleton.ca/sip/) or the [Carleton Academic Plan](http://www1.carleton.ca/provost/academicplan/).]

[Enter section here…]

#### Stakeholders

[List the key departments and/or customers who will be impacted by the outcomes of the project. Explain the possible impact for each stakeholder group.]

|  |  |
| --- | --- |
| **Stakeholder** | **Impact** |
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|  |  |

#### Success Criteria

[Describe the impact of the project in terms of the expected end result. The criteria must be measurable. Examples include improving efficiency or effectiveness, improving customer service/satisfaction, achieving mandated requirements, lowering costs, reducing risks, increasing capacity.]

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| --- | --- | --- |
| **Metric** | **Intended Outcome** | **Baseline Measure** |
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|  |  |  |

#### Other Applicable Information

[List any other information that is relevant to the proposal]

**For questions/assistance/feedback on your Quality Improvement Project Proposal,**

**please contact the Office of Quality Initiatives at** **quality@carleton.ca****.**