

	<b>Project Champion Information and Worksheet</b> <b>Last Updated:</b>
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Use this worksheet as information to your participants and to update details.

Date this worksheet completed: \_\_\_\_\_

Project Name		
Project Champion	Name	
	Email	
	Extension	
Project Start Date		
Projected Project End Date		
Proposed Project Manager		
Initial Determinations (Answer questions and write any other comment information as needed.)		
1. Is the Proposed Project Manager or Department the proper person/entity for this project? 2. Is the project feasible; does it need funding or other resources to complete? 3. Are you willing to put into place the assets to compete the project?		
Project Disposition		
_____ This is not the best department/division for this project.  _____ This project is not feasible at this time.		_____ This project is already being implemented and has been completed.  _____ We will implement this project or have implemented it. See above projected start and end dates.
Innovation Team Resources at your disposal		
<ul style="list-style-type: none"> <li>• Tools to create a project timeline</li> <li>• Research on solutions</li> <li>• Assembly of assets you determine are necessary</li> <li>• Skilled facilitators to help with workshops and brainstorming</li> </ul>		<ul style="list-style-type: none"> <li>• Creative thinkers to help you with problems</li> <li>• A marketing arm to help publicize your project, produce flyers, and a web presence to help you communicate your goals and needs</li> </ul>

Project Champions: Please give a copy of this worksheet to the Project Manager and send a copy to Team Maintenance to update their records.

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