

Team Member(s) name(s)

Proposal¹: [Insert Title Here]

[Insert Subtitle that helps describe your project]

Passion

Explain your passion that your 20% Time project will allow you to pursue.

Needs and Opportunities

Explain the problem you have noticed that needs to be solved with a project like yours.

Where is this problem?

Who does it impact?

¹ Template courtesy of Karl Lindgren-Streicher (@LS_Karl)

Audience / Clients / Users

Explain who will benefit from your project.

How will you be able to access them for an interview to understand their perspective on this issue?

Timeline

What is your monthly timeline for your 20% project? I want to see a list of deliverables with deadlines. You may find that the timeline needs adjustment during the course of the year, which may be fine - let me know when this happens.

November 1 Deliverables	
December 1 Deliverables	
January 1 Deliverables	
February 1 Deliverables	
March 1 Deliverables	
April 1 Deliverables	
May 1 Deliverables	

Product

What is the actual product you will show in May, 2014?

This project may be large, it may be small. But you must have something to show us at the end of your year of work - we want to see things in May, not hear great ideas that you had!

Equipment needs

What resources are you going to need to successfully pull off your 20% project?

Think about money, equipment, space, and anything else that you may need. How will you meet these needs?

Conclusion

Wrap it up. Why are you excited about this project? Inspire us and give us a great reason to approve your project.