**Proposal to OMAA**

When developing a proposal, please consider what information OMAA needs to make an informed decision. Fill in all sections (form will expand as you type). You can delete these instructions before submitting. Email to: [improve@omaaustralasia.com](about:blank)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The proposal | | Click to give it a working title | | | | Submission Date: | | | | Click to enter. | | | |
| I propose that: | | Click to summarise who will do what, and why? Make it SMART: specific, measurable, achievable, relevant and time bound. | | | | | | | | | | | |
| Submitted by: | | Enter name | | | | | | Phone: | Enter phone | | | |
| Email address: | | Enter email | | | | | | | | | | | |
| For attention of: | | Who needs to deal with this issue? | | | | | | Choose a committee | | | |
| Submitted by: | | Enter name | | |
| Benefits | | | | | | | | | | | | | |
| How does this fit with OMAA’s strategic plan and priorities? What are the benefits to OMAA, OMAA members and/or others? | | | | | | | | | | | | | |
| Human resources | | | | | | | | | | | | | |
| What skills are needed? Who will do the work? What is the chain of accountability? How should person/s be selected? Have you approached anyone about this yet? | | | | | | | | | | | | | |
| Financial and other costs | | | | | | | | | | | | | |
| Consider setup costs and ongoing costs. Where will the money come from? Is anything else needed? | | | | | | | | | | | | | |
| Milestones | | | | | | | | | | | | | |
| What are the stages? How long will it take? Progress to date? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| OFFICE USE ONLY | | | | | | | | | | | | | |
| OMAA Decision | | | Action: | Click when | | | Decision date: | | | | Click to enter | | | |
| Instructions: | Who will do what, and when? When is a report due, and to whom? | | | | | | | | | | | | |