**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

|  |  |  |  |
| --- | --- | --- | --- |
| 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?  |