

## GUIDELINES FOR STRATEGIC SUBMISSIONS TO PROVOST COMMITTEE

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1. Committee: Provost Committee
2. Contact      Executive Director  
                    Office of the Provost and Vice President Academic
3. PC

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- b. Structure Briefing materials should contain the following information-
- i. Project Name
  - ii. Project Sponsor
  - iii. Project Contact(s)
  - iv. Other senior leader(s) (as determined by the Sponsor and Chair)
  - v. Applicable Strategic Priority(ies)
  - vi. Project Purpose
  - vii. Resource Implications & Resourcing Plan
  - viii. Recommendation
  - ix. Background
  - x. Issue(s)
  - xi.