*The team at the East Meadowbrook Library has been asked to put together a proposal for increasing attendance at their newly commissioned Library facilities. After a series of brainstorming sessions, the team has compiled a shortlist of 3 project proposals for review.*

*The task for this exercise is to organize the information below into a Project Proposal for submission to the Library Board as part of an application for additional funding.*

*Read each of the following proposals, paying specific attention to the following areas:*

**Who?**

List out out the names of your collaborators and everyone else who is working on your project. Be sure to include members of your team, as well as exhibitors

**What?**

What those people are going to do over the course of the project.

**When?**

Are there any fundamental timelines that we would like to adhere to? How much time is required to get the event space setup for the fair?

**Where?**

In addition to the facilities, will we be conducting outreach in any other locations (nearby schools)

**Why?**

What is the ultimate goal for this project? What do we hope to accomplish by performing this work?

**Proposal Sections**

* Background: Problem Statement or Executive Summary
* Project Title - Goals (organization’s strategic planning) & Objectives
* Project Scope (Title) or Description (Deliverables - what are included; benefit; out of scope)
* Project Stakeholders and governance (project manager, team (specify staff resource needed; even though not specific names are included), sponsors, target audience, their responsibility & roles)
* Estimated Cost (Budget, source of budget and expenditure items)
* Timeline (milestones and tentative dates)
* Constraints, Assumptions, Risk, Contingency plan
* Evaluations/Measurements
* Outcome (Impact & Benefits)

**Proposal 1:**

The Makerspace will provide a variety of tech equipment, such as a 3D Printer, Cricut Machine, and Sphero Robots, as well as more traditional technologies (TBD) to be utilized by the library community. Library staff will provide training to potential users, as well as offer classes and programs within the space.

<https://docs.google.com/document/d/1qtlKeJddSP78bB1bidUnXTX2UcgwsMDjBUDJnG5i4_w/edit>

**Proposal 2**:

Description: Discovery day is a day-long event hosted at the Monroe Township Public Library. The purpose of the event is to provide library patrons with the opportunity to discover new skills, hobbies and learning a new area of potential interest. Event areas can be designated at various venues in the library, each with a focal point.

<https://docs.google.com/document/d/1bsT9kBC8sU6O3QY4q9bgeqs7zNm5JoUp1ikNMUJqEAc/edit>

**Proposal 3:**

Description: We have been part of a shared Inter Library System (ILS) with the local county library system who is cancelling their existing Millennium contract, and we decided to split from the county system and adopt our own ILS. We will be migrating to OCLC WMS in spring or summer, 2017 and will need to do so without a Systems or Technical Services Librarian.

<https://docs.google.com/document/d/1HtxAvyiYd5KygahB4X5m14jJRqBImNcZg8GBeul5M_A/edit>