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| --- | --- |
| **Entrant’s name** | **Division & category:** |
| **Entrant’s organization/school:** | **Time period of project – inclusive dates of the project** |
| **Entry title:** | |
| **Your team members’ name (if applicable):** | |
| **Project description:** ONLY THREE (3) SENTENCES which may be used as the entry’s official description for Award write-ups | |

REMINDERS:

* Provide the required information for all six (6) sections.
* Your work plan must be no more than four (4) pages of this template.
* Make sure your work samples are submitted together with this work plan.
* Convert this file to PDF and submit via www.philquill.com as your work plan.
* Delete these reminders once your work plan is complete.

1. **BUSINESS NEED OR OPPORTUNITY**
2. **STAKEHOLDER ANALYSIS**
3. **GOALS AND OBJECTIVES**
4. **SOLUTION OVERVIEW**
5. **IMPLEMENTATION AND CHALLENGES**
6. **MEASUREMENT AND EVALUATION**