

## **APPENDIX G: FINAL PROJECT PROPOSAL CHECKLIST**

- 1) Appoint project team and manager.
- 2) Review Master Plans, Five-Year Plans and previous FPPs and COBCPs.
- 3) Explore alternatives for executing this project and examine availability of like facilities/program offerings within the community.
- 4) Obtain objective quantitative data as justification for the project.
- 5) Find out if any new programs/courses are to be accommodated in this project or its secondary effects and initiate action for official approval of them.
- 6) Begin the process for obtaining the EIR Initial Study.
- 7) Investigate availability of alternative funding for energy systems.
- 8) Assemble the FPP, obtain the necessary approvals and submit electronically in FUSION and mail 2 hard copies (1 with original signatures) of the FPP to the Chancellor's Office.