RECOMMENDATION(S)

DIVISION
COMMITTEE
Click here to enter a date.

DVP: Full Name & Designation, City, State, Country
Chair: Full Name & Designation, City, State, Country
Executive Committee Liaison: Full Name & Designation, City, State, Country
Staff Liaison(s):   List staff liaisons here

RECOMMENDATION #1: Recommendation written here.

PROPOSED OFFERING:
- Include brief description (250 words or less) of concept or event timeline.
- List alternative delivery systems or approaches that were considered and reasons for choosing proposed offering.

OBJECTIVE:
- What is the recommendation/offering attempting to achieve?
- Identify platform(s) and charter focus area(s) addressed and explain how.

TARGET MARKET (Primary):
- Identify the primary member segment(s), member/non-member, specific demographics (region, age, etc.) targeted. Include estimated numbers (percentages) for primary target.

TARGET MARKET (Secondary):
- Outline any potential secondary content usage or markets.

NEEDS ANALYSIS:
- List quantifiable data/research that supports determined needs (possible sources: focus groups, surveys, existing data, behavioral metrics, and potential competition).

IMPLEMENTATION:
- Outline implementation process/steps planned, timeline, and personnel (staff, vender and volunteer) resources required.

MEASUREMENTS OF SUCCESS: What will success look like?
- Identify specific, quantitative, measurable, success goals.

BUDGET: Indicate budget requested or impact on MDRT budget/finances.

ACCOUNT NUMBER: Indicate budget needed and account number.

REASON FOR RECOMMENDATION: Indicate if recommendation impacts MDRT policy, major policy change, major procedural change, new project, if leadership team does not agree, and/or if budget is needed (or impact on MDRT budget). All requests for budget must go to MDRT Finance for approval. If over $10,000 USD the request must first go to the Finance Committee and then the Management Council/Executive Committee.

Finance Committee Action:			
	N/A - No impact on MDRT Budget		Reviewed and approved as amended
	Reviewed and Approved as submitted		Reviewed, not approved
Comments:			

Executive Committee Action:			
	Approved		Not Approved
Comments:			