



INITIATIVE PROPOSAL

<Initiative Name Here>

Submitted By	Date Submitted	Division/Organization
	MM/DD/YYYY	
1. Describe the problem, condition or observation that inspired this proposal.		
2. Provide an overview of the initiative you are proposing.		
3. Who benefits from this initiative and how?		
4. When should this initiative be attempted?		
5. How much do you believe this initiative will cost?		
6. How should this initiative be funded?		

7. What other groups might be impacted by this initiative?	
8. What strategy do you propose to complete this initiative?	
9. What staff will be required for the initiative?	
10. Other comments.	
Reviewed By...	Comments/Recommendations
Deputy Chief:	
Commander:	
(Others):	

Target Review Completion Date: MM/DD/YYYY

CHIEF'S ACTION

Action on this Proposal:		Date: MM/DD/YYYY
General Comments:		

Approved by: _____ Date: _____