Title of Proposal

for

Central Maine Community College

Prepared for

Name of person who can make a decision

Person’s Title

Prepared by

Your Name goes here

December 18, 2014

Insert clip art/photo etc if you like

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**Introduction**

Give some background – CMCC, Auburn Maine, residential, lovely surroundings, 4 seasons etc.

**Purpose**

The purpose of this proposal is to solve the problem of. . .

**Description of the Problem**

What is the problem? What caused it? What are the effects of it? How are students coping with it? What is administration doing about it? Really? Why is this problem for anyone?????

**Scope**

This proposal includes primary and secondary research. CMCC students, staff and faculty were included in the scope of research.

1. Survey of CMCC Students
2. Interview with Dr. Who
3. Internet research
4. Intensive film viewing on the topic
5. Field Trip to Harry Potter World

**Report Format**

This report investigates/includes etc. the following topics:

1. [Discussion Section 1]
2. [Discussion Section 2]
3. [Discussion Section 3]
4. [Discussion Section 4]