1. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University). Distinguish between Essential Operations and Strategic Initiative.

2. Measurable Outcomes – How is Success Defined?

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

4. Assessment Method – How will the outcomes identified in #2 be specifically measured?