

Case study proposal form



Part 1 – Agency Information

| | |
|------------------------------|---|
| Agency name | |
| Description of Agency | <i>Please provide a brief description about the Agency.</i> |
| | |

| | |
|-----------------------------|--|
| Contact Officer Name | |
| Position title | |
| Unit / Division | |
| Phone | |
| Email | |

Part 2 – Project Information

| | |
|--|---|
| Project Name | |
| Summary of Project | <i>Please provide a brief summary of your project, including details of why the project was needed. You may use paragraphs or dot points.</i> |
| | |
| The Challenge | <i>Provide a summary of the recordkeeping challenge/s that was/were in your organisation.</i> |
| | |
| Solution and Results | <i>What was the solution to the challenge/s and how did your organisation implement the solution/s?</i> |
| | |
| Key Discoveries / Lessons Learned | <i>Outline the key areas of discovery and/or lessons learned during the project..</i> |
| | |

Part 3 – Supporting information (optional)

Please attach copies of important documents used in your solution/s such as a strategy, plan, policy, project brief etc.

Send completed form to: agency.queries@prov.vic.gov.au

END OF PROPOSAL FORM