

# PROFESSIONAL ACTIVITIES PROJECT PLAN AND FINANCING REQUEST

Calendar Year 1999

<b>1. PROJECT TITLE</b>  Multimedia Communications	
<b>2. SPONSORING SECTION/COUNCIL/AREA/CHAPTER</b> <span style="float: right;"><b>REGION 5</b></span>  Corpus Christi Section	
<b>3. TREASURER/ADDRESS</b>  Richard Pratt 6601 Bent Trail Drive Corpus Christi, TX 78413	<b>4. PROJECT MANAGER/ADDRESS/PHONE</b>  Cary Riggle 541 Harrison Corpus Christi, TX 78404 Phone: 361-584-6243 (w) c.riggle@ieee.org
<b>5. STATEMENT OF OBJECTIVES</b>  Provide nationally known IEEE speaker to give lecture on communications skills so that section can: Attract new members Improve communications "soft skills" Gain recognition for Electrical Engineering (IEEE) within area engineering community Recover members of poor attendance Support local area engineering council	
<b>6. PLANS FOR ACHIEVING OBJECTIVES</b>  Special invitation to the following groups: Texas A&M – Corpus Christi students Texas A&M – Kingsville student section Del Mar College Student Section Nueces Chapter – TX Society of Prof. Engs Local Engineering Societies such as ASME, ISA, AIChE, ASC, etc	
<b>7. HOW ACHIEVEMENT WILL BE MEASURED</b>  By attendance and response from all of the engineers in attendance. One possible way is to supply a course evaluation to selected attendees and get input from them as to the value of the presentation.	
<b>8. HOW MANY MEMBERS WILL BENEFIT FROM THIS PROJECT?</b>  Approximately 200	

Use additional sheets if necessary  
 After completion, send this form to your Regional PACE Coordinator

January 2000



9. ACTIVITIES (list the major activities required for project achievement and the targeted completion dates):

Activities	Dates
1. Contract speaker Jim Watson	8/15/99
2. Secure funding	9/09/99
3. Secure site	8/16/99
4. Revise expenses	9/10/99
5. Hotel reservations	10/15/99
6. Greet and escort speaker during visit	11/17/99
7. Speaker presentation	11/17/99

10. FUNDING REQUIREMENTS (refer to activities above by number):

Type of Expense	Amount
1. Air fare from Detroit to Corpus Christi	\$ 400.00
2. Car rental	\$ 80.00
3. Hotel (2 nights)	\$ 160.00
4. Menu	\$ 80.00
<b>TOTAL FUNDING REQUIRED</b>	<b>\$ 720.00</b>

11. PROJECT FUNDING SOURCES

Region	\$ 500.00
Section	\$ 220.00
Project Income	\$ _____
Employment Assistance Cmte.	\$ _____
Other	\$ _____

12. DISBURSEMENTS

1) Regional Funds	
Advance disbursement	
(pre-event cost)	\$ _____
Final disbursement	\$ _____
2) EAC Funds	
Advance disbursement	\$ _____
Final disbursement	\$ _____
TOTAL	\$ _____

13. PROJECT APPROVAL

\_\_\_\_\_  
PACE Chair (Section/Area/Council/Chapter) DATE: \_\_\_\_\_

\_\_\_\_\_  
Chair (Section/Area/Council/Chapter) DATE: \_\_\_\_\_

\_\_\_\_\_  
Regional PACE Employment Assistance Program Coordinator (if applicable) DATE: \_\_\_\_\_

\_\_\_\_\_  
Regional PACE Coordinator DATE: \_\_\_\_\_

\_\_\_\_\_  
Regional Director DATE: \_\_\_\_\_