

*IEEE-USA
Professional Activities
Project Plan and Financing Request*

1. Project Title	
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2. Sponsoring Society or Chapter	Division

3. Treasurer Address/Phone		4. Project Manager Address/Phone	
Name		Name	
Address		Address	
Tel		Tel	
FAX		FAX	
E-Mail		E-Mail	

5. Statement of Objectives

6. Plans for Achieving Objectives

7. How Achievement will be Measured

8. How Many Members will Benefit from this Project?

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

	ACTIVITY	DATES
1)		
2)		
3)		
4)		
5)		

10. Funding Requirements (refer to activities above by number)

	TYPE OF EXPENSE		AMOUNT
1)		\$	
2)		\$	
3)		\$	
4)		\$	
5)		\$	
TOTAL FUNDING REQUIRED			\$

11. Project Funding Sources

Divisional Funds	\$	
Society	\$	
Project Income	\$	
Other	\$	

12. Disbursements, Regional Funds

Adv. Disbursement	\$	
Final Disbursement	\$	
TOTAL	\$	

13. Project Approval (Signatures)

	Date:
Society PACE Chair	
Society President	
Divisional PACE Coordinator	
Divisional Director	
Divisional PACE Committee Representative	