

SUBMISSION GUIDELINES

What we ARE looking for:

- An ideal project is one that will address a problem or pain point for a group of users
- **EXAMPLE:** A problem that many students are facing or a big, tedious work-around your team has to perform when there is a much easier or quicker way to do the same thing.

What we are NOT looking for:

- A suggestion that only affects an individual issue.
- **EXAMPLE:** We will not fix the repeat syncing problem with your email (we have a help desk that will though!).

CONTACT INFORMATION

YOUR NAME

YOUR EMAIL

SUBMISSION DATE

PROJECT DESCRIPTION

Please describe the problem you would like to solve:

_____ are experiencing _____
GROUP OF PEOPLE DESCRIBE FRUSTRATION

with _____ when they _____
SOURCE OF FRUSTRATION WHAT TASK ARE THEY TRYING TO ACCOMPLISH?

How often does the problem occur? (please check one)

YEARLY MONTHLY WEEKLY DAILY OTHER _____

How severe is the problem? (please choose one option)

KIND OF ANNOYING (1) — (2) — (3) — (4) — (5) PREVENTS A TASK FROM BEING ACCOMPLISHED

How long has the problem been happening?

Why hasn't this problem already been fixed?

How will solving this problem benefit ECMC and/or its clients?

Additional information (include any additional details, links to articles, resources, historical context, etc.)

EXPECTATIONS

Thank you for submitting your project to the ECMC Innovation Lab. Your project proposal will be entered into our project queue and will be scored and prioritized. Please visit www.website.com for additional details on scoring and to check your project's status. Please allow 7-10 days for project proposals to enter our system.

Contact innovation@ecmc.org for additional questions.