

Web 2.0 and Social Media Project Proposal
Send proposal via e-mail to: [e-mail address]

Name of Project:

Date proposal submitted:

Target date for launch:

Brief description of project and its goals:

Type of Web 2.0 Technology or Social Media site:

Hosted on an external site or on the agency's web servers?

How does this project support the agency's Strategic Plan?

Intended Audience (please check):

- Agency staff (e.g., employees, interns, and volunteers) - Please specify a particular department, office, unit, or all staff): _____
- General Public
- Researchers
- Genealogists
- Veterans
- Media and Press
- Records Managers
- Educators and/or Students
- Preservation and Archives Professionals
- Other (please fill in): _____

Estimate of resources required (# of staff, hours, materials, software, etc):

Will proposed social media be used to create or maintain data or information meeting the definition of a Federal record per 44 USC 3301 and 36 CFR 1222? Yes No Maybe

If yes, how will the records, drafts, and other products from this project be captured and managed during their entire retention period?

Who will oversee or manage the project if approved?

Point of contact information:

Name
Organization
Telephone
E-mail

Proposal Approved by:

Name and Title
Organization
Telephone
E-mail