

JBLFMU INNOVATION PROPOSAL TEMPLATE

Title of the Innovation:			
Unit/Department:			
Prepared by:		Position:	
Date Submitted:			

1. Innovation Overview

a.	Summary of the Idea and Purpose (Describe the innovation in a few sentences, stating its main purpose.)
b.	Problem or Opportunity Addressed (Explain what the innovation solves or what opportunity it takes advantage of.)
c.	Customer/Stakeholder Needs (Describe how this innovation meets the needs of students, faculty, or other stakeholders.)
d.	Value and Necessity (Explain why the innovation is essential and what value it adds to the institution.)

2. Alignment with JBLFMU's VMGOs

a.	Support for JBLFMU's Vision (Explain how the innovation contributes to achieving the University's vision)	
b.	Support for JBLFMU's Mission (Describe how the innovation supports the University's mission.)	
c.	Support for Strategic Goals (Specific strategic goals this innovation supports.)	
	☐ A	☐ B
	☐	☐
	☐	☐
d.	Impact Assessment (Specific strategic goals this innovation supports.)	
	☐ Efficiency (time saved, process improvement)	☐ Profitability or Cost Savings
	☐ Sustainability: (environmental, operational)	☐ Competitive Advantage: (distinctiveness in delivery of service)

3. Implementation Plan

a. Resources Required

Personnel Involved:	(List key personnel and their roles)
Equipment/Tools Needed:	(Specify any hardware, software, or other tools)
Data Requirements:	(Mention any data sources or types needed)

b. Potential Challenges and Mitigation Strategies

Risks or obstacles that could affect implementation.	Preventive measures to address the risks.

4. Cost-Benefit Analysis

a. Estimated Initial Cost: (Startup or implementation costs.)			
b. Expected Financial Benefit (Savings or revenue generation, if applicable.)			
c. Non-Financial Benefits	☐ Customer Satisfaction	☐ Employee Engagement	☐ Reputation Enhancement

5. Practicality and Scalability

a. Proof of Concept (Is there an existing model, trial, or benchmark that supports this innovation?)
b. Scalability Plan(Describe how this can be expanded across other departments or the whole institution.)

Signature of Proponent:		Date:	
Endorsed by: (Department Head)		Date:	
Endorsed by: (Administrator)		Date:	