33rd Annual Productivity and Quality Awards Program
“Empowering Innovative Solutions”
OCTOBER 16, 2019

APPLICATION CHECKLIST

The deadline to submit your proposal to your Productivity Manager, ________________, is June ____, 2019.

1. ___ Is the title 50 characters or less using Arial 12-point font?
2. ___ Has the project been implemented for a minimum of at least one year?
3. ___ Is the Executive Summary 15 lines or less?
4. ___ Do cost benefit numbers on the first page match the ones on the last page?
5. ___ Signatures
   a. ___ Department Head (not Division Chief or Chief Deputy).
      (Electronic signature from your department head is acceptable. The department head must be aware of proposal submissions).
   b. ___ Productivity Manager
   c. ___ Collaborating Department(s)
6. ___ Do you have the Project Manager's name and contact information
   (NOTE: Project Manager signature is not required)
7. ___ Is the Fact Sheet section limited to three pages? Use ctrl enter to add a page
8. ___ Do you have a calculation on the cost benefits page? If yes, you must include an explanation of the County savings, cost avoidance or new revenue that match the numbers in the box. Be sure to review your figures from page 1 so that they match. Remember to keep your supporting documentation
The project eliminates $500 in overhead per employee. Approximately 20 employees will be impacted.

\[ \text{20} \times 500 = \$10,000 \]