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| Purpose and brief description of the project (including action steps): |
| Purpose/Description:Action Steps: |

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| How does this project support the mission and goals of RRCC? |
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| What data, research, or evidence served as the catalyst for this project?(include tables/charts/references) |
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| What are the desired outcomes for this project and how will you know if you’ve been successful? This should connect to your data from the previous section. |
| Outcome | Measurement | Frequency | Benchmark/Goal |
| Outcome A: |  |  |  |
| Outcome B: |  |  |  |

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| Who will be affected by this project/decision? |
| Person/Group Affected | Who will contact them? | Comments |
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| What does the comparative data show? use tables, charts, etc. if applicable |
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| What decisions, improvements, or actions were made/taken based on the results?(include date, who was involved, and any budget/resource requests) |
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Will data be collected again in the future? Yes No If yes, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| What does the comparative data show? Use tables, charts, etc. if applicable |
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| What decisions, improvements, or actions were made/taken based on the results?(include date, who was involved, and any budget/resource requests) |
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