

The following is a guide for preparing an outline for approval. The outline should form the basis for the Introduction/Chapter I and be approximately 10-15 double-spaced pages, not including bibliography.

1. **Title** - The title should be succinct, specific, informative and, as appropriate, creative.
2. **The problem or issue** –
 - (i) State in a single sentence the core/main problem that you are addressing.
 - (ii) Explain briefly the problem or issue that is to be the subject of the project.
3. **Context** - Describe the context of the problem, including the background and significance you see.
4. **Justification** - Why is this project important and to whom is it important? What contributions do you hope the project will make and to whom? Why are you passionate about this?
5. **Audience** – Who do you hope will read your work and benefit from it? If there is more than one potential audience, who are they?
6. **Review of Closely Related Literature** – Briefly describe work others have done related to the problem or issue you have chosen. How will your project rely on, be similar to, and/or differ from this previous work?
7. **Theological and theoretical/conceptual stance** - Identify and briefly explain the theological standpoint(s) from which you are working. Identify also the leadership theories and practices that shape your approach. How will these affect the way you approach this project?
8. **Methodology** – How will you go about developing and evaluating the project? What steps will you take in carrying out the project? How will you assess the effects of what you do? If you have particular goals, how will you assess the extent to which you have met these goals? If your project will involve human subjects (such as participant interviews or surveys), briefly describe how you will protect participants' safety and privacy. **(Note: IRB acceptance is required for proposal approval when a project involves human subjects)**
9. **Scope and limitations** – Describe the boundaries of your project, and any questions related to the topic or issue that you will not try to answer.
10. **A detailed tentative outline** –
 - a. Identify the purpose of each chapter and its function in the overall flow of the project. Include, where relevant, the topic or problem to be addressed in each chapter.
 - b. Provide a brief description or draft outline of each chapter's contents, showing how each component will support the chapter's purpose and the project as a whole.
11. **A preliminary bibliography** – what bibliographic resources have you discovered so far, and how will you go about seeking additional relevant bibliography?

The completed DMin project should be approximately 50-80 pages (12,500-20,000 words) or the equivalent, excluding Table of Contents, Bibliography, and Appendices (charts, graphs, etc.)