**(ตัวอย่าง)**

**(แบบปกเอกสารผลงาน)**

**เค้าโครงผลงาน ข้อเสนอแนวคิดในการปรับปรุงหรือพัฒนางาน**

**ในการประเมินบุคคลเพื่อเลื่อนขึ้นแต่งตั้งให้ดำรงตำแหน่งประเภทวิชาการ**

**ระดับชำนาญการพิเศษ ตำแหน่ง .................................. ปี พ.ศ. 2566**

**เค้าโครงผลงาน**

**เรื่อง .....................................................................................................**

 **....................................................................................................**

**ข้อเสนอแนวคิดในการปรับปรุงหรือพัฒนางาน**

 **เรื่อง .......................................................................................................**

 **......................................................................................................**

**(ชื่อตัว-ชื่อสกุล) ......................................................**

**ตำแหน่ง.............................................**

**สังกัด...............................................**

**แบบการเสนอเค้าโครงผลงาน**

ส่วนที่ 1 ข้อมูลบุคคล/ตำแหน่ง

ชื่อตัว – ชื่อสกุล ...........................................................................................................................................................

ตำแหน่งปัจจุบัน ............................................................................................................................................

หน้าที่ความรับผิดชอบของตำแหน่งปัจจุบัน .......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

ตำแหน่งที่จะแต่งตั้ง ........................................................................................................................................

หน้าที่ความรับผิดชอบของตำแหน่งที่จะแต่งตั้ง

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

ส่วนที่ 2 เค้าโครงผลงานที่เป็นผลการปฏิบัติงานหรือผลสำเร็จของงาน

1. เรื่อง .........................................................................................................................................................................

2. ระยะเวลาการดำเนินการ ........................................................................................................................................

3. ความรู้ ความชำนาญงาน หรือความเชี่ยวชาญและประสบการณ์ที่ใช้ในการปฏิบัติงาน

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

4. สรุปสาระสำคัญ ขั้นตอนการดำเนินงาน และเป้าหมายของงาน

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

5. ผลสำเร็จของงาน (เชิงปริมาณ/คุณภาพ)

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

6. การนำไปใช้ประโยชน์/ผลกระทบ

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

- 2 -

7. ความยุ่งยากและซับซ้อนในการดำเนินการ

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

8. ปัญหาและอุปสรรคในการดำเนินการ

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

9. ข้อเสนอแนะ

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

10. การเผยแพร่ผลงาน (ถ้ามี)

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

11. ผู้มีส่วนร่วมในผลงาน (ถ้ามี)

1) ................................................................................ สัดส่วนผลงาน ..........................................................

2) ................................................................................ สัดส่วนผลงาน ..........................................................

3) ................................................................................ สัดส่วนผลงาน ..........................................................

ขอรับรองว่าผลงานดังกล่าวข้างต้นเป็นความจริงทุกประการ

(ลงชื่อ) .................................................................

 (...................................................................)

 ผู้ขอประเมิน

|  |  |
| --- | --- |
| รายชื่อผู้มีส่วนร่วมในผลงาน | ลายมือชื่อ |
|  |  |
|  |  |
|  |  |

ได้ตรวจสอบแล้วขอรับรองว่าผลงานดังกล่าวข้างต้นถูกต้องตรงกับความเป็นจริงทุกประการ

(ลงชื่อ) .................................................................

 (...................................................................)

 ผู้บังคับบัญชาที่กำกับดูแล

(ลงชื่อ) .................................................................

 (...................................................................)

 ผู้บังคับบัญชาเหนือขึ้นไป

**แบบการเสนอข้อเสนอแนวคิดในการปรับปรุงหรือพัฒนางาน**

1. เรื่อง .........................................................................................................................................................................

2. หลักการและเหตุผล

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

3. บทวิเคราะห์/แนวความคิด/ข้อเสนอ และข้อจำกัดที่อาจเกิดขึ้นและแนวทางแก้ไข

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

4. ผลที่คาดว่าจะได้รับ

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

5. ตัวชี้วัดความสำเร็จ

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

.......................................................................................................................................................................................

(ลงชื่อ .......................................................

 (.................................................)

 ผู้ขอประเมิน

 วันที่ .................................................