**(ตัวอย่าง)**

**(แบบปกเอกสารผลงาน)**

**เค้าโครงผลงาน ข้อเสนอแนวคิดในการปรับปรุงหรือพัฒนางาน**

**ในการประเมินบุคคลเพื่อเลื่อนขึ้นแต่งตั้งให้ดำรงตำแหน่งประเภทวิชาการ**

**ระดับชำนาญการพิเศษ ตำแหน่ง ..................................**

**เค้าโครงผลงาน**

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

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

**ข้อเสนอแนวคิดในการปรับปรุงหรือพัฒนางาน**

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

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

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

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

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

**แบบการเสนอเค้าโครงผลงาน**

ส่วนที่ 1 ข้อมูลบุคคล/ตำแหน่ง

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

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

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

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

หน้าที่ความรับผิดชอบของตำแหน่งที่จะแต่งตั้ง

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ส่วนที่ 2 เค้าโครงผลงานที่เป็นผลการปฏิบัติงานหรือผลสำเร็จของงาน

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

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

3. ความรู้ ความชำนาญงาน หรือความเชี่ยวชาญและประสบการณ์ที่ใช้ในการปฏิบัติงาน

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4. สรุปสาระสำคัญ ขั้นตอนการดำเนินงาน และเป้าหมายของงาน

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5. ผลสำเร็จของงาน (เชิงปริมาณ/คุณภาพ)

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6. การนำไปใช้ประโยชน์/ผลกระทบ

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7. ความยุ่งยากและซับซ้อนในการดำเนินการ

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8. ปัญหาและอุปสรรคในการดำเนินการ

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9. ข้อเสนอแนะ

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10. การเผยแพร่ผลงาน (ถ้ามี)

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11. ผู้มีส่วนร่วมในผลงาน (ถ้ามี)

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

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

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

ขอรับรองว่าผลงานดังกล่าวข้างต้นเป็นความจริงทุกประการ

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

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

 ผู้ขอประเมิน

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| รายชื่อผู้มีส่วนร่วมในผลงาน | ลายมือชื่อ |
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ได้ตรวจสอบแล้วขอรับรองว่าผลงานดังกล่าวข้างต้นถูกต้องตรงกับความเป็นจริงทุกประการ

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

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

 ผู้บังคับบัญชาที่กำกับดูแล

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

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

 ผู้บังคับบัญชาเหนือขึ้นไป

**แบบการเสนอข้อเสนอแนวคิดในการปรับปรุงหรือพัฒนางาน**

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

2. หลักการและเหตุผล

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3. บทวิเคราะห์/แนวความคิด/ข้อเสนอ และข้อจำกัดที่อาจเกิดขึ้นและแนวทางแก้ไข

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4. ผลที่คาดว่าจะได้รับ

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5. ตัวชี้วัดความสำเร็จ

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

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

 ผู้ขอประเมิน

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