< Project Name >

Project Proposal Summary

Submission Date:

Executive Sponsor (VP):

Project Sponsor(s) (specifically for budget and resources):

Executive Team (supports project and monitors progress):

Business Owner (direct supervisory responsibility):

Project Manager:

IT Review (name, title):

Project Stage: Proposal

Note: roles above may be filled by the same person
Project Proposal Summary - <Project Name>

Provide narrative responses to the following questions in no more than four pages.

1. **Project Summary**
   - *This is a quick overview of the project which should encapsulate the general value proposition in a clear manner.*
   - *What is the problem / opportunity that requires this project?*
   - *How will the completion of this project address the problem / opportunity?*
   - *Describe the process employed to evaluate the proposed solution/opportunity.*
   - *Include how project affects / benefits students, staff, and/or faculty.*

2. **Proposed Scope**
   - *The scope of the project defines the functional areas which the project specifically will, and will not, address.*
   - *What is in / out of scope?*

3. **Anticipated Outcomes**
   - *What are the project’s objectives? What are the key project deliverables?*
   - *How do the project’s outcomes benefit the business / institution?*
   - *What outcomes are applicable / available to other units?*
   - *Discuss any new or changing compliance issues addressed by this project.*

4. **Alternatives to Consider**
   - *List the alternatives being considered for completing the project, noting which is being recommended.*
   - *Note what ‘doing nothing’ looks like.*

5. **Preliminary Project Risk Assessment**
   - *List the risks associated with executing and completing this project as well as the risks associated with not completing this project.*

6. **Security and Data Access Considerations**
   - *Discuss any IT and / or data security considerations related to the project.*
   - *We ask that data access and usage be considered prior to the procurement process, so that we can more efficiently facilitate any approvals and data mapping needs.*
7. **Resource Estimates**
   a. **Staffing Estimate (FTE) – sponsoring unit and DivIT**
   b. **Project Budget Estimate**
   c. **Annual Sustainment Budget Estimate**
      - Must include anticipated indirect costs, for example interfacing with other systems.
      - Note which units are meeting these resource needs, especially what resources the sponsoring unit offers to the project.
      - Discuss any anticipated resource or cost savings related to the project.

8. **Stakeholders**
   - Who was involved in developing this proposal, either directly or in consultation?
   - Who else has an interest in this project? Who else might potentially gain or lose from this? Who else in the campus community might also need this service/product? Important for communication, minimizing redundant efforts, improving economies of scale. Ideally, it would be good to know what is their interest and what impact might they have on the project.

9. **Proposed Governance**
   - Which governance persons or bodies will be responsible for overseeing project progress?