



## PROJECT PROPOSAL FORM

The Project Management Office would like to assist you with projects that require a partnership with Information Technology Services. Please complete this form as thoroughly as possible and submit it to the Project Management Office by emailing it to [pmo@sfasu.edu](mailto:pmo@sfasu.edu)

Date Submitted: \_\_\_\_\_

Requestor: \_\_\_\_\_ Title: \_\_\_\_\_

Requesting Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_ Source of Funding: \_\_\_\_\_

Describe the issue needing to be resolved and/or the new process requested. Be sure to include detailed information on current business practices that may be affected. (Please attach a separate page if more room is needed.)

Will a new software solution be required to resolve this issue? ☐ Yes ☐ No

If "Yes", please explain below. Be sure to include the name of the recommended software solution, vendor information, and skill set needed for end users.

If no new software is needed, will an upgrade to an existing application be required? ☐ Yes ☐ No

If "Yes", please explain below. Be sure to include the name of the existing application.

Will an interface with existing applications be needed? (Ex. Banner, TouchNet, Desire2Learn) ☐ Yes ☐ No  
If "Yes", please list below the existing applications.

Desired Go-Live Date: \_\_\_\_\_

Please explain below the reasoning for this date. Be sure to include if this project is the result of a federal, state, or local mandate and any date requirements associated with the mandate.

Who will benefit from this project's completion? ☐ Students ☐ Faculty ☐ Staff ☐ My Department ☐ Other  
Please provide additional input on how selected areas will benefit and estimated time frame before benefits show.

Please list all known departments that would be involved in this project. Be sure to include key personnel that will be needed, time commitment, the duration of their commitment, and any other relevant information regarding personnel.

Please provide information on the estimated project timeline. Be sure to include the proposed date of procurement, anticipated implementation time frame in number of months, proposed dates of implementation for phases to the project if multiple phases exist, and any other relevant information regarding a project timeline.

Please provide a breakdown of estimated project costs. Be sure to include, but not limited to, the following: software, hardware, implementation services, travel, offsite training services, first year maintenance, yearly maintenance, etc. Also include quantity and associated cost with each item listed.

Item	Quantity	Unit Cost	Total Cost

Projects must contain defined goals that are measurable. The goals should provide an understanding of how the project will solve the stated business problem. These goals should consist of the following characteristics:

**Specific:** Clear, unambiguous, and easy to understand by those who are required to achieve them

**Measurable:** Setting a target for which success can be gauged by referring to a specific measure or measures

**Achievable:** Expressing specific aims that staff feels can realistically be achieved with some effort

**Relevant:** Applicable to those who will be required to meet them

**Time-Oriented:** Set timeline for achieving the project

Select the appropriate Vice President that will serve as this project's Executive Sponsor:

- ☐ Provost and Vice President for Academic Affairs  
☐ Vice President for Finance and Administration  
☐ Vice President for University Affairs

Actual signatures are not required; however, when emailing the form please carbon copy your department head. This will serve as confirmation from the department head on this request.

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Project Management: \_\_\_\_\_

Date: \_\_\_\_\_