



## **MARSHALL UNIVERSITY INFORMATION TECHNOLOGY COUNCIL**

### **Procedure ITP-43**

#### **INFORMATION TECHNOLOGY PROJECT PROPOSAL FORM**

### **Project**

A temporary Organization, with people and other Assets required to achieve an Objective or other Outcome. Each Project has a Lifecycle that typically includes initiation, Planning, execution, Closure etc.

**Passage Date: 9/19/2014**

**Effective Date: 9/19/2014**

### **Project Definition**

A project is a temporary endeavor undertaken to create a unique product, service, or result. The temporary nature of projects indicates a definite beginning and end.

A project differs from a ticket in the following areas:

- A project supports the institution's shared strategic commitments, while a service ticket is linked to a specific operational issue
- A project has not been done in the past and is unique; therefore it has a single combination of, resources, cost, schedule and objectives. A service ticket however is not unique and can be replicated in its description and solution
- Service tickets tend to focus on current, immediate needs, while projects include future needs, making new opportunities and innovations possible
- A project tends to have a large, well defined scope, while service tickets have reduced and specific objectives
- A project usually takes more than 40 man-hours of work and coordination among multiple departments
- Service tickets may be a subset of projects. A project will never be a subset of a ticket

### **Process**

A structured set of Activities designed to accomplish a specific Objective. A Process takes one or more defined inputs and turns them into defined outputs. A Process may include any of the Roles, responsibilities, tools and management Controls required to reliably deliver the outputs. A Process may define Policies, Standards, Guidelines, Activities, and Work Instructions if they are needed.



<b>Project Title:</b>	
<b>Project Initiator:</b>	<b>Initiator's Email:</b>
<b>Project Sponsor:</b>	<b>Sponsor's Email:</b>
<b>Project Purpose:</b>	<i>What are the business reasons for undertaking this project?</i>
<b>Project Objectives:</b>	<i>What are the objectives to be accomplished with this project?</i>
<b>Business Problem:</b>	<i>What business issues, goals or strategic plan initiatives will this project address?</i>
<b>Key Stakeholders:</b>	<i>Who are the key customers affected by this project?</i>
<b>Strategic Justification:</b>	<i>List the University or IT Strategic Plan goals this project addresses.</i>
<b>Dependencies:</b>	<i>Is this project dependent upon other departments, other projects, hardware/software installations, etc.?</i>
<b>Timeline:</b>	<i>State the proposed start and end dates, and identify any major milestone dates.</i>



<b>Budget:</b>	<i>Estimate total costs for hardware, software, services, training, and maintenance.</i>		
Fiscal Year:	<b>FY</b>	<b>FY</b>	<b>FY</b>
Hardware:			
Software:			
Services:			
Training:			
Maintenance:			
Other:			
Total:			
<b>Budget Source:</b>	<i>Identify the initial funding sources (budget codes and account titles)</i>		
<b>Annual Recurring Costs:</b>	<i>What annually recurring costs will be associated with this project after closeout? (i.e. ongoing maintenance, hosted software licenses)</i>		
Hardware:			
Software:			
Services:			
Training:			
Maintenance:			
Other:			
Total:			
<b>Data Security:</b>	<i>Identify systems/processes which will collect, process or store sensitive or restricted data (e.g. personal data such as SSN, birthdate, grades, health information; financial transactions; data related to grant-funded research).</i>		



## Project Proposal

<b>Constraints:</b>	<i>List any constraints that apply to this project. Constraints restrict choice and can include time, budget, personnel, facilities, management issues, etc.</i>
<b>Risks:</b>	<i>List any risks that may apply to this project (loss of funding, loss of experienced personnel, etc.) and how those risks would be mitigated if encountered.</i>
<b>IT Resources:</b>	<i>What resource commitment do you anticipate needing from IT? (System administration, system location, system backups, programming, end-user support, training, etc.).</i>
<b>Interfaces:</b>	<i>Does this project involve interfacing with a central system (e.g. Banner, e-mail, Active Director) or other university system?</i>
<b>Other Comments:</b>	<i>Provide any other information regarding the project.</i>
<b>Outcome Summary:</b>	
<b>Approvals:</b>	
 <b>Department Head:</b> _____ <b>Date:</b> _____ <b>Dean/Director:</b> _____ <b>Date:</b> _____ <b>Vice President:</b> _____ <b>Date:</b> _____ <b>CIO:</b> _____ <b>Date:</b> _____	