



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.



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



Budget:	<i>Estimate total costs for hardware, software, services, training, and maintenance.</i>		
Fiscal Year:	FY	FY	FY
Hardware:			
Software:			
Services:			
Training:			
Maintenance:			
Other:			
Total:			
Budget Source:	<i>Identify the initial funding sources (budget codes and account titles)</i>		
Annual Recurring Costs:	<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:			
Data Security:	<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

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