|  |  |  |
| --- | --- | --- |
| Step 1. What is this project? | Date Submitted | Project # |
| Provide a short, high-level description of the project. | Enter date submitted | Office use only |

|  |  |  |
| --- | --- | --- |
| Step 2. Why is this project being performed? | Project Type | Proposed Project Class |
| Provide brief relevant history, what problem this project is trying to solve, and other justification for the project here. | Choose one:  **New product/service**  **Upgrade/enhancement**  **Bug fix**  **Research/discovery** | Choose one, based on results of Step 8  **Class 1 (Minor)**  **Class 2 (Minor+)**  **Class 3 (Major)**  **Class 4 (Major+)** |

## Step 3. Personnel Involved

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sponsoring Organization | Client/Requestor | Client/Requestor’s Supervisor | Client Go-Live Authority | Client Stakeholders |
| Click here to enter text | The name of the primary project contact | The name of client’s supervisor | Name of client representative authorized to give “go-live” approval | List all other staff and/or vendors involved |

## Step 4. High-Level Requirements, Deliverables, and Budget

|  |  |
| --- | --- |
| Requirements  (what does it need to do, and what is needed to do it?) | Include a summary of the equipment, product, or services required to accomplish the project. |
| Deliverables  (what will be created/provided?) | Enter high-level information about major *tangible items*to be created/provided. |
| Is this a chargeback project? | Enter Yes/No |
| Is there budget/funding assigned to this project? | Enter Yes/No |

## Step 5. High-Level Timeline

|  |  |
| --- | --- |
| Proposed Project Start Date | Enter start date |
| Proposed Launch/Go-Live Date | Enter launch/go live date |
| Proposed Project End Date | Enter when project will be completed/end |
| List any hard deadline(s) | Enter dates and descriptions, or “None” if all deadlines are flexible |
| List other dates/descriptions of key milestones (optional) |  |

## Step 6. Affected Systems and Services

|  |  |
| --- | --- |
| List all affected systems or services. | Enter the systems or services here. |
| List all affected groups or organizations | Example: all students, employees only, T&C staff only, ASG staff only, Academic Advising, Student Affairs, OPC, etc. List number of persons affected, if applicable. |

## Step 7. How will the success of the project be measured?

|  |  |
| --- | --- |
| List at least 1 metric which will be used to determine the success of the project:  *Hard metrics are specific*: save specific dollar amount, increase use by a specific percentage, etc.  *Soft metrics*: save money, improve customer satisfaction, improve productivity | Enter the systems or services here. |

## Step 8. Analysis

*In the analysis rubric below, enter the score in each row, and add all scores in “Total” cell.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Risk Indicator** | **Low**  **(0 points)** | **Medium**  **(1 point)** | **High**  **(2 points)** | **Very High**  **(3 points)** | **Score** |
| Estimated work hours | 30 - 100 | 101 - 200 | 201 - 300 | More than 300 |  |
| Estimated work duration | < 2 months | 2-6 months | 6-12 months | > 12 months |  |
| Total team size (# of persons, inside & outside of T&C) | 1-4 | 5-9 | 10-14 | 15 or more |  |
| # of cross-functional workgroups/teams involved | 1-2 | 3-4 | 5-6 | 7 or more |  |
| Technology and/or business process | In-house expertise; already in widespread use | Familiar; already in limited use, may require limited changes | New to campus; requires significant changes to existing processes | New to campus; requires new business process altogether |  |
| Complexity | Solution is well defined; no problems expected | Solution is known; some problems expected | More than 1 approach available | Solution unknown or vaguely defined |  |
| CMS data requirements | No involvement; CMS data already available to campus developers | Campus developers able to extract data from CMS and add to other data sources | CI Finance OR CI Records customization or data extraction | CI Finance AND CI Records customization or data extraction |  |
| Urgency | Important for one organization | Urgent for one organization | Important for multiple organizations | Urgent for entire campus |  |
| Cost | Only costs staff time | Staff time +  up to $1,000  (one-time) | Staff time +  < $5K (one-time)  OR  <$1K (annually) | Staff time + > $5K (one-time) OR > $1K (annually) |  |
| Impact / Priority | Serves 1 department, optional to others; no impact to enterprise systems, and less than 10% of Univ. users | Serves multiple organizations; impacts enterprise systems and/or more than 10% of Univ. users | Campus-wide impact; impacts enterprise systems | System-wide impact; regulatory requirement |  |
| Project Class  Scoring Legend |  |  | 0-7 points: Class 1 8-14 points: Class 2  15-21 points: Class 3  22-30 points: Class 4 | TOTAL (sum):  *Enter Class on page 1 of form* | 0 |

## Step 9. IT Strategic Initiative:

What IT Strategic Plan Initiative does this project support? Highlight all that apply on the list below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mobile Campus | Secure Campus | Leadership & Governance | Collaboration & Integration | Infrastructure Development |
| Paper-Less Campus | Sustainability | Communication & Service | Teaching & Learning with Technology | Targeted Operations Refinement |

## Step 10. Assigned To:

|  |  |  |
| --- | --- | --- |
| 1. T&C Supervising Manager | 2. T&C Project Lead | 3. T&C Team |
| T&C manager who is responsible for this project | T&C manager or staff who will lead the project, if different from #1. | List all responsible T&C staff members. |

## Step 11. Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Required For Project Class… | Role of Approver | Submitted for Approval on: | Approval Received on: |
| All classes | 1. Client + Client Supervisor |  |  |
| All classes | 2. T&C Supervising Manager |  |  |
| Class 3 and above | 4. CIO |  |  |
| Class 3 and above | 5. Project Review Board |  |  |
| Class 3 and above | 6. Other Campus Governance |  |  |

Attach any additional documentation.

Office Use Only: Added to Project Repository on: mmddyyyy PMO Role: NA/Advise/Assist/Full PM