**Project Proposal**

*Project Proposal Guidelines can be found in hidden text.*

An *IT project* is required when the user community has a strategic need that requires significant support from ITS. This support could be in the form of ITS resources, ITS services, or assistance in selecting, installing or creating an IT solution.

In order to assist you in determining whether you require *significant* support from ITS, please consider the following:

* Does your IT initiative require funding?
* Do you believe your IT initiative will require more than 20 days of effort from ITS resources?
* Does your IT initiative affect more than your own department?
* Does the Project Sponsor feel this IT initiative requires strategic visibility?

The first step in initiating an IT Project is submitting a Project Proposal, using this template.

The Project Proposal is intended to provide relevant information to determine the strategic merit of a new initiative and is the first step in the ITS Project Delivery process.

Once complete, the Project Proposal should be a maximum of 2-3 pages.

Proposals are approved by the Information Systems Steering Committee (ISSC) or the Chief Information Officer (CIO).

ISSC approves all IT projects related to strategic enterprise level initiatives. Prior to presentation to ISSC, a proposal must be submitted to the appropriate subcommittee (Administrative Computing Committee, Teaching & Learning Computing Committee or Research Computing Committee). After review at the subcommittee level, the Project Proposal must be submitted to the Manager, Project Management Office for inclusion at the next ISSC meeting.

The CIO approves projects that are Operational (e.g. upgrades of 3rd party applications) or Infrastructure (e.g. implementation of new IT infrastructure).

For more information on IT governance, please refer to http://carleton.ca/itstrategy/governance/

|  |  |
| --- | --- |
| **Project Name** | [Enter name of project] |
| **Project Sponsor** | [Name], [Position], [Department] |
| **Author(s)** | [Name], [Position], [Department] |
| **Priority** | [Mandatory, High, Medium or Low] |
| **Date:** | [yyyy-mm-dd] |

|  |  |
| --- | --- |
| **Presentation to Computing Subcommittee** *(minimum of one subcommittee)* | |
| **Name of Committee** | **Date of Presentation** |
| Administrative Computing Committee | [yyyy-mm-dd] |
| Teaching and Learning Computing Committee | [yyyy-mm-dd] |
| Research Computing Committee | [yyyy-mm-dd] |

**Project Summary**

*Provide a brief description (2-3 sentences) of the goal or outcome of this project.*

[Enter section here…]

**Current Situation**

*Clearly identify the current situation or the opportunity that supports and justifies this proposal. It must be clear to the reader that a problem exists with the current situation. Include quantitative and qualitative evidence when relating to the situation.*

[Enter section here…]

**Project Details**

*Provide a description of the outcome or deliverables of the project. In particular, describe how the project will help in resolving the current situation. Use quantitative and qualitative objectives.*

[Enter section here …]

**Strategic Value**

*Describe the strategic importance of this project to the University. Also, briefly describe the risk and consequences of not pursuing this project.*

[Enter section here…]

**Anticipated Project Benefits**

List the outcomes the project will yield, stated in quantifiable terms of value and linked directly to the stakeholders, business objectives and business strategy objectives they support. Each benefit should state a specific business need and the way in which the project will address that need.

High-level examples include achieving a mandated/legislative demand, decreased costs, improved efficiency or effectiveness, increased capacity, improved customer satisfaction, and decreased institutional risk.

|  |  |  |
| --- | --- | --- |
| **Project Objective** | **Value-add** | **Measure** |
| [e.g. Residence check-out times] | [Decrease residence check-out times by 20%] | [92 minutes (avg)] |
|  |  |  |
|  |  |  |

**Estimated Project Budget**

*ISSC is authorized to provide only fiscal funds for approved IT projects. At this stage of the process, provide any potential costs that may be incurred during this project. If this Project Proposal is approved, the project budget will be further defined in the next stage of the process.*

*Fiscal funds cover one-time costs that are to be incurred during the project. Base funds are ongoing costs that will need to be covered even after the project is complete (for example, software yearly support fees). ISSC provides fiscal funding only.*

*If there are potential costs known at this time, provide the estimated value in the table below as well as include a brief description on why the funding will be required.*

|  |  |
| --- | --- |
| Is the estimated Project Budget known?  If yes, please provide details in the table below: | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Fiscal Funding** (one-time) | **Annual Base Funding\*** (recurring) |
|  |  | $ 0 | $ 0 |
|  |  | $0 | $0 |
| ***TOTAL BUDGET (CDN$, including taxes)*** | | ***$0*** | ***$ 0*** |

\**ISSC does not provide ongoing base funding*

[Enter section here …]

**Project Factors**

*Please answer the questions below based on the knowledge you have today.*

|  |  |
| --- | --- |
| Do you have a deadline for implementation of this Proposal? | Yes  No |
| If yes,   * What is the deadline?­­­­­­­­­­­­­­­­ | |
| * Is this deadline mandated? | Yes  No |
| * Who or what is imposing the deadline?   ­­­­­­­­­­­­ | |
| Is this proposal the result of a LEAN initiative? | Yes  No Unknown |
| * If yes, which LEAN initiative?   ­­­­­­­­­­­­­­ | |
| Do you have an existing IT solution, which this proposal will be replacing? | Yes  No |
| Are you considering the purchase of a 3rd party IT solution as part of this proposal? | Yes  No Unknown |
| * Please explain your response: | |
| Which user communities, Faculties or Departments may be impacted by this initiative once implemented?  ­­­­­­­­­­­­­ | |
| Related to the prior question, approximately how many individuals, in each of the user communities, will be impacted by this initiative once implemented?  ­­­­­­­­­­­­­­­ | |

**Other Applicable Information**

Provide any other applicable information that is not already identified in the sections above. This may include the project considerations and approach, other institutional activities that are aligned with this initiative, system integration requirements or timing.

[Enter section here…]