

Information Technology Project Request

Information Technology Project Request

Project Title:		IT Planning Office Use:
Project Type: (Circle appropriate category) Academic Student Research Administrative		
Requester:	Date Requested:	Date Required:
Source of funding:	Amount of funding available: \$	
How many years will this project be funded?		
Phone Number:	Email Address:	
Name of unit:	Unit Manager/Director:	
Project Sponsor: list the business owner with decision authority	Steering Committee Members: List managers/directors from departments that will be affected by the outcome of the project.	

Identifying the Need

a) Need. Describe the problem this initiative will address.
b) Problem/Root Cause Analysis. Please identify why the problem exists and what impact it is having on your unit.
c) Recommended Solution. Describe the recommended solution or recommended approach to solving the problem above. Include any specific requirements you are aware of.
d) Alternative Solutions. Describe any alternative solutions that you have discovered.
d) Shared Benefits. Identify other departments that will benefit from this initiative.

Identifying Risks and Constraints

a) Risks. Identify any events that <i>could</i> impact the project outcome.
b) Issues. Identify any factors that <i>will</i> affect the success of the project.
c) Assumptions. Identify any factors considered to be true for planning purposes.
d) Inclusions or Exclusions. Identify factors that should be included in the project or excluded from this project.

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d) Constraints. Identify any restrictions that affect execution of the project (predefined budget, inability to implement during student registration, compliance / regulatory deadlines, etc.
e) Supporting Documents. Include or attach materials that document the problem or opportunity, research, cost benefit analysis, etc.

University Results

a) Students and/or Faculty Staff. Describe how this project will improve the university experience for students and/or faculty/staff.	\$	
b) Customer Service. Describe how the project will improve access to education or ensure quality learning opportunities for our students.	\$	
c) Process Improvement. Describe how the project will improve existing processes through increased reliability, improved efficiency, better decision-making or other means.	\$	
d) University Impact. Describe how the project will enable the university to improve information security, training opportunities, recognition, student recruitment, student retention, research opportunities, etc.	\$	
e) Impact of not undertaking this initiative. Describe the risks to the unit or university if this initiative is not undertaken, is delayed, or fails.	\$	

How much do you think this project will cost?

Unit Manager/Director Approval:	Date:
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Impact (total of 8 points)

Link to University Strategic Plan

- 0 = No Link
- 1 = Indirect Link (Administrative processing, infrastructure support)
- 2 = Direct Link (Academic, Research, Student)

Link to Unit Objectives

- 0 = No Link
- 1 = Indirect Link, indicate which one _____
- 2 = Direct Link, indicate which one _____

Interdepartmental Impact

- 0 = Departmental Impact
- 1 = 2 or 3 Departments Impacted
- 2 = 4 or more Departments Impacted

ROI (must be done in conjunction with IT Planning Office to determine costs)

- 0 = Costs exceed Benefits
- 1 = Benefits aren't tangible, or none defined
- 2 = Benefits exceed Costs

Probability of Success (total of 8 points)

Schedule Risk (will be filled out by IT Planning Office)

- 0 = Large, complex, not well defined
- 1 = Typical project
- 2 = Simple change, no dependencies

Technical Risk (will be filled out by IT Planning Office)

- 0 = Not within current IT standard operations
- 1 = Within standard operations, but new functionality
- 2 = Within standard operations and familiar functionality

Organizational Risk

- 0 = Significant organizational change, process redesign
- 1 = Typical project or training plans in place to mitigate risk due to change
- 2 = Simple change, low risk

Risk associated with not doing the project

- 0 = Work around
- 1 = Work around with significant potential for error
- 2 = No work around

----- IT Planning Office Use -----

Project #:	ITP Coordinator:	Date Received:
Date Assigned:	Resolution #:	
Priority:	Completed by:	Date Completed: