

Proposed Project: Electronic Forms Budget Transfer Module

December 11, 2008

Proposal Requestor Angie Wright
Title, Department Associate Vice President for Finance & Administration,
Finance & Administration

Project Number: P09-005

Problem/Opportunity Definition

This project is to set up the electronic budget transfer form that is part of the Banner Finance Module. The current process is very manual and is a paper driven process. We would like to do away with all paper within this process.

Proposed Solution

The electronic form would need to be set up in Banner Finance. The form would need to be tied to the accounting structure that is in Banner Finance. The form requires that approval queues be created for the routing of the form. This solution would eliminate duplicate data entry of budget transfer information and eliminate budget transfer paper forms that are currently used by the departments.

Estimated Time Line

Requested Purchase Date	<u>NA</u>
Requested Project Implementation Start Date	<u>11/2008</u>
Requested Project Go-Live Date	<u>5/1/2009</u>



Comments: There are several other projects that could be going on at the same time. We would like to complete this project in order to have time to work on others. After 5/1/09, the Budget Office will be very busy trying to complete the budget for FY10.

Estimated Scope

Number of End Users Affected 50-99

Number of Departments Involved 3

Resource Needs - Project Team to be assigned to this project:

Project Manager: Brian Jackson
 Function Team Lead: Angie Wright
 Team Members: Angie Rios, Denise Brodnax
 Technical Team Lead: Katie Dixon
 Team Members: Frosty Aguilar

Estimated Effort Hours

Classification: **Small** Risk Level: **Low**

Solution has been determined: Leverage existing software (Banner)

Estimated Business Justification Effort Hours

Functional: 14 Technical: 8 PM: 12 Total 34 Hrs

Estimated Implementation Effort Hours

Functional: 333 Technical: 178 PM: 45 Total 556 Hrs

Estimated Cost 10-25K

Project Assessment /Score Card Details

Project Type: **Efficiency** Project Classification **Small (29)**
 Risk Level **Low (7)**

Project Impact Score **2.8**

3 Strategic **0** Increased Revenue **4** Customer Satisfaction

4 Expanded Service **4** Increased Efficiency **1** Cost Reduction

(0 – No Impact, 1 – Minimal Impact, 2 – Minor Impact, 3 – Moderate Impact, 4 – Significant Impact, 5 – Major Impact.)

Project Beneficiaries:

 Students Faculty Staff
X Budget Office **X** Other ASU Constituents All departments that manage budgets

Alignment: ASU Strategic Goal(s):

Goal 1 Alignment Strength: 0 Goal 5 Alignment Strength: 0

Goal 2 Alignment Strength: 0 Goal 6 Alignment Strength: 0

Goal 3 Alignment Strength: 0 Goal 7 Alignment Strength: 5

Goal 4 Alignment Strength: 0

(Alignment Strength 1=Minor Alignment, 3=Moderate Alignment, 5=Significant Alignment)