Project Proposal Form

Send this completed form to Daren Hubbard, Sr. Director, Enterprise Applications at
daren.hubbard@wayne.edu.

Introduction: The University has invested in various enterprise-class software systems (such as the Ellucian *"Banner"* ERP solution, the Blackboard learning management system, and Cognos for reporting). To ensure that the University derives full value from its investments in these suites, and to mitigate long-term software maintenance expenses, the University's executive Information Technology Steering Committee (ITSC) must approve enterprise software solutions and any proposed modification to these systems.

Proposal must...
- Demonstrate a clear fulfillment of a mission-critical enterprise software deficiency;
- Have a clear business case showing that the proposed solution is cost-effective over other enterprise and business process work-around solutions;
- Have executive –level sponsorship at the Vice President level;
- Be reviewed and supported by the:
    - Appropriate Technology Steering Committees
    - Computing & Information Technology;
- Have one-time and ongoing annual costs identified accurately;
- Be submitted to the Information Technology Steering Committee for final approval.

Proposal Elements

Project Title	

Short Description	

Vice President Sponsor Name(s)	

Sponsor's Division(s)	

Revision 5/10/2013

Project Proposal Form

Submitter Contact Name	

Description of Alignment with University Strategic Plan	

Description of Mission Critical Enterprise Software Deficiency	

Description and Cost Analysis of Alternative Workarounds Explored (Automated or Manual Processes)	

Project Proposal Form

Budget	One-Time	Ongoing/Annual	VP Funding Authorization (Y/N)
Software			
Hardware			
Staff			
Services			
Training			
Other			

Research Analysis *(What analysis and research have you made before making the request? Have you contacted other institutions?)*	

Quantitative Benefits *(What will this save or generate for the University?)*	

Project Proposal Form

Qualitative Benefits *(What are the soft benefits of this proposal?)*	
Risk Associated with "Doing"	
Risk Associated with "Not Doing"	

Revision 5/10/2013

Project Proposal Form

Rough Timeline and Milestones	

Additional Narrative Information *(Attach additional documents as necessary)*	

Project Proposal Form

Review/Approvals			
Role	**Name**	**Department/Division**	**Date**
Proposal Originator			
Divisional VP *(Signature indicates support of proposal)*			
C&IT Enterprise Applications Director *(signature indicates support of proposal)*			
Chief Information Officer and AVP of C&IT *(signature indicates team review of proposal)*			
Academic, Administrative or Research Technology Advisory Committee Chair *(signature indicates team support of proposal)*			
Information Technology Steering Committee Chair *(final signature indicates committee approval)*			