Project Proposal Request Form

Requestors: This form should be completed for all requests requiring Division of Information Technology (DoIT). Please submit the completed form to the Project Management Office (PMO) only at pmo@ncat.edu.

Information

Request Title:

Requestor

Primary Contact Name:	**Phone:**	**Submit Date:**
Department:	**Email:**	
Title:	**Dept. Head/VC:**	

Strategic Alignment – Select All University Strategic Initiatives Impacted by this Request

☐ 1 – Create an intellectual climate that encourages the creative exchange of ideas and increases the quality of the professional environment.

☐ 2 – Commit to excellence in teaching, research, public service and engagement.

☐ 3 – Position the university to be a national, premier research-intensive, doctoral, science and technology-focused learning institution.

☐ 4 – Embrace an entrepreneurial spirit that intentionally engages university and community partners to expand economic development and civic engagement.

☐ 5 – Foster a more diverse and inclusive campus community by promoting cultural awareness, collegiality, and by cultivating respect for diverse people and cultures.

☐ 6 – Achieve excellence in academic and operational effectiveness and efficiency.

Compliance (Required by local, state, or federal laws and regulations from GA; or for compliance with financial or operational audits.)

Required Date/Timeframe: _____

Comments:

Purpose/Concise Project Description– Provide a brief description and a summary of the key requirements

Proposal Team Members - Duplicate or delete blocks as needed.

Role	**Description**	**Name/Title**
Executive Sponsor	Provides executive support for the proposal	
Technology Support	Provides all technology support for the proposal	
Functional Lead/Business Analyst	Represents the customer's business area for which work is being performed.	
Functional Technical Lead/DoIT Technical Lead	Provides system or technical development expertise for the proposal. Some proposals might have a representative from the Functional area as well as a DoIT representative.	
Process Improvement	Advises team on the process improvement	
Vendor Support	Provides all vendor support for the proposal.	

Assumptions - Describe any assumptions relevant to the proposal.

Business Case/Justification-Describe why the proposal is necessary. The examples must be deleted

Risks – Describe any unforeseen events or activities that may impact progress, result or outcome in a positive or negative way.

Constraints - Describe any constraints. The triple constraints are schedule/time (time is necessary to complete the project, costs/resources (how much will it costs to complete) and scope/quality (what is needed to achieve the end objective or goal of overall project.). Others include locations, technology and standards.

Impact/Dependencies – Describe how existing systems need to be modified or extended to accomplish this proposed project? Are there related projects? If so, describe.

Stakeholders – Identify those affected by this request and their respective roles in the proposed project (e.g., key process owners, service providers and support including IT and vendors. List university non-IT, individuals or organizations, involved in or affected by the project.)

Alternate Solutions – Identify the alternate solutions you assessed.

Alternate Solutions	Description
Proposed Solution	
Current Solution	
Alternate Solutions 1	
Alternate Solutions 2	

Compare the Alternatives below:

Alternate Solutions	Lifecycle Cost Estimate	Describe the Risks	Describe the Benefits
Proposed Solution			
Current Solution			
Alternate Solutions 1			
Alternate Solutions 2			

Why was the proposed solution chosen from the alternate solutions?			

Cost Estimate (Financial Impact) Provide projected cost estimates. Include initial budget estimate of anticipated hardware costs, software costs, staff hours, consulting and on-going maintenance. Describe financial and staff commitments client expects to make available to this project. Describe the projected cost savings and/or efficiencies that can occur with this automation or enhancement.

	One Time Costs	Recurring Costs	Notes/Details
Hardware			
Software			
Consultant			
Training			
Personnel			
Other			
TOTAL			
Comments:			

Review & Approvals: All signatures are required prior to the approval of the proposal to move forward. By signing this document you certify that the information submitted is true, complete, and accurate to the best of your knowledge.

Duplicate or delete signature blocks as needed.

Requested by: (e.g., requestor)

_____

Printed name, Signature, Date

Approved by Project Sponsor: (e.g., VC/Department Head)

_____

Printed name, Signature, Date

Request Evaluation: To be completed by PMO
Liaison:
□ Approved for further evaluation □ Not able to proceed at this time □ Not a recommended a project □ Not a TASC project (Less than 40 hours or $25,000)
Reason/Comments:
Next Steps:
Date reviewed: Reviewed by: