

# e-Government Project Proposal Form

CONTACT INFORMATION				
Agency*				
Business Owner / Champion*		Email*		Tel*
Form Completed By*		Date*		
PROJECT SUMMARY				
Working Name*				
Project Type*	<input type="checkbox"/> Website	<input type="checkbox"/> Web/Mobile Application		
New or Existing Service*	<input type="checkbox"/> New Service	<input type="checkbox"/> Enhancement to Existing Service		
Business Problem and Project Drivers*				
Vision Statement / Goals*				
High-Level Benefits <sup>1</sup> *	Check all that apply. <input type="checkbox"/> Achieves compliance with law / regulation (state or federal) <input type="checkbox"/> High-level of customer interest <input type="checkbox"/> High-volume of potential users <input type="checkbox"/> Cost Avoidance <input type="checkbox"/> Cost Savings <input type="checkbox"/> Increased Revenue <input type="checkbox"/> Productivity <input type="checkbox"/> Improving Service in State Government <input type="checkbox"/> Increased Convenience or Access <input type="checkbox"/> Potential Efficiencies <ul style="list-style-type: none"> <li>• Tangible:</li> <li>• Intangible:</li> </ul>			
Priority Level <sup>2</sup> *	<input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High / Mission Critical			
Notes about Priority Level*				
Audience <sup>3</sup> *	Check all that apply. <input type="checkbox"/> Citizen <input type="checkbox"/> Business <input type="checkbox"/> Government (other) <input type="checkbox"/> Employee (PA)			
	Details about Target Audience / End Users (including size):			

\* indicates required field

Primary Technical Functions / Features*	
Secondary Technical Functions / Features	
Fees*	Online fee collection required: <input type="radio"/> Yes <input type="radio"/> No
Requested Launch Date *	
Notes about Launch Date <sup>4</sup>	

## READINESS

Content*	List the content to be used / displayed in your service:
	Do you already have this content? <input type="radio"/> Yes <input type="radio"/> No
Preliminary Research	Other States (with similar services):
	Examples of services available (apps and websites):

## PROJECT TEAM<sup>5</sup> (provide if known)

Agency Project Manager		Email		Tel	
Subject Matter / Program Expert		Email		Tel	
Technical / IT Contact		Email		Tel	
Press Secretary / Communications		Email		Tel	

\* indicates required field

## ADDITIONAL NOTES

Please share any additional information you feel is relevant for this project. Additional attachments are welcome.

## Definitions

### <sup>1</sup> High-Level Benefit Types

- **Cost Avoidance** – Costs that will be realized if the solution is not implemented
- **Increased Revenue** – Additional revenue realized by the agency as a result of implementing the solution
- **Cost Savings** – Costs deferred as a result of implementing the solution
- **Productivity** – Resource or agency gains realized as a result of implementing the solution
- **Improving Service in State Government** – State government service delivery is enhanced or improved as a result of implementing the solution

### <sup>2</sup> Priority Level

When choosing a priority level, please select the best-fit priority level based on the severity of the business problem the service will address, the due date, and how closely this project ties into policy or strategic objectives for your agency.

Be as objective as possible when selecting a priority level. Please note that priority levels can change over time, so selecting a priority level now does not mean it will always stay at that priority level.

- **Low** – The business problem this project proposal solves is not a core function of your agency, but it would improve customer access to information and services. This project is not considered to be among your agency's main priorities at this time, and the lack of this service will not impede your agency's ability to perform its core functions.
- **Medium** – The business problem this project proposal solves is part of the core function of your agency, but is not considered a central component. The project is a priority for your agency. The proposed service may help improve efficiency and delivery of service and information to your customers, but it will do so as a supplemental measure. Impact of not providing the service is minimal.
- **High / Mission Critical** – The business problem this project proposal solves is critical to the core function of your agency. This project is considered to be among your agency's top priorities due to its close connection with strategic and policy objectives, and/or because the proposed e-Government service will help your agency comply with regulations mandated by federal or state law.

### <sup>3</sup> Audience

- **G2B – Government to Business** – a service used by individuals on behalf of a business
- **G2C – Government to Citizen** – a service used by individuals as residents
- **G2E – Government to Employee** – a service used by state government employees
- **G2G – Government to Government** – a service used by federal, state, or local government or other (non-business) organizations

### <sup>4</sup> Notes about Launch Date

In this field, please provide details / justification for your due date. For example, your agency may need the service deployed by a certain date in order to meet compliance deadlines, to align with an event, or to meet agency plans or announcements.

### <sup>5</sup> Project Team

- **Agency Project Manager** – The individual who will coordinate efforts at the agency level. This person may be the same as the business owner.
- **Subject Matter / Program Expert** – There may be a team of SMEs, but please identify the primary contact that can provide guidance about the content for the project.
- **Technical / IT Contact** - Usually an IT employee who is familiar with the technical requirements for interfacing with the content / data. This may be someone who works in applications development or manages the database where content is stored.
- **Press Secretary / Communications** – A person from the agency Communications Office who can coordinate the marketing and launch of the service (if public facing).