

University departments are required to contact the Division of Information Technology (DoIT) and complete this questionnaire prior to soliciting acquisition or development of technology solutions. All submissions must be approved by the requesting department and the division's Vice President before review by the Project Management Office.

Project Title:			
Project Initiator:		Date:	
Project Sponsor:		Initiator's Phone Number:	
Target Completion:		Total Budget Estimate:	
Project Overview:			
Project Purpose: <i>What are the business reasons for undertaking this project?</i>			
Business Problem: <i>What business issue, goals or strategic plan initiatives will this project address?</i>			
Key Stakeholders: <i>Who are the key customers affected by this project?</i>			
Dependencies: <i>Is this project dependent upon other departments, other projects, hardware/software installations, etc?</i>			
Timeline: <i>State the proposed start and end dates, and identify any major milestone dates.</i>			
Costs/Resources: <i>Estimate total costs for hardware, software, services, maintenance, and internal staff labor.</i>			
Data Security: <i>Identify systems/processes which will collect, process or store sensitive or restricted data (e.g. personal data such as SSN, birthdate, grades, health information; financial transactions; data related to grant-funded research).</i>			

Constraints:

List any constraints that apply to this project. Constraints restrict choice and can include time, budget, personnel, facilities, management issues, etc.

DoIT Resources:

What resource commitment do you anticipate needing from IT? (system administration, system location, system backups, programming, end-user support, training, etc.)

Interfaces:

Does this project involve interfacing with a central system (e.g. HR, SA, Finance, e-mail, and LDAP) or other university system?

Approvals:

Department Head: _____ **Date:** _____

Dean/Director: _____ **Date:** _____

Vice President: _____ **Date:** _____

Project Management Office: _____ **Date:** _____

CIO: _____ **Date:** _____