[Title of project] proposal]

Project proposal for the system office Project Appraisal and Prioritization Process (PAPP).

Please complete all items in this section prior to your review with the committee. You may request assistance from System Offices Shared Services if you need help completing the template.

# Part 1: Project request information

Please complete this section for review by the project intake committee*.* If submitting an FYI, complete only Part 1 of the proposal.

## 1-Project name:

## 2-Sponsors:

* 1. Department from which request originated:
	2. Name:
	3. Additional Sponsors:

## 3-Date Submitted: Click or tap to enter a date.

## 4-Project description:

## 5-Project benefits:

## 6-IT changes:

If the project involves changes to the IT system, please select one of the following project types that best matches your need.

[ ]  New system implementation

[ ]  New module—addition to existing system

[ ]  Improvements to existing module

[ ]  System upgrade

[ ]  Not an IT system change

## 7-Impacts:

1. **Processes impacted**: Please list the business processes and procedures that will be impacted by this project.
	1. What is the nature of the anticipated impacts to processes and procedures?
2. **Units impacted**: Please list all System Offices units that will be affected by any changes that result from this project, including an estimated number of total employees and job roles.
	1. What is the nature of the anticipated impacts to System Offices Units?
3. **Universities impacted:** Please list which of the three universities will be impacted by this project and the extent of the impact. Also include an estimate of the number of people who will be affected.
	1. What is the nature of the anticipated impacts to universities?

## 8-Timeline and Resource Estimates

1. Estimated duration in months/weeks of how long it would take to complete this project?
2. Estimated desired start date?
3. Are there business milestones or dependencies that affect this project’s start or finish date?
4. Total estimated hours: [ ] 1-250 [ ] 250-500 [ ] 500-1000 [ ] 1000+

## 9-Funding source

What is the anticipated funding source? Please select one of the following.

[ ]  Unit operating budget

[ ]  Grant or self-supporting funds

[ ]  Will request initiative funding

[ ]  Other

1. If requires any funding, has it been approved by all necessary parties. If yes, by who?
2. Is there an agreement in place for any ongoing maintenance costs and support?

## 10-Do you think this will need to go through ITPC

[ ]  NO [ ]  YES--If yes, please fill out the section needed for ITPC.

## 11-Project risks

If the answer to question 10 above is NO, please list all risks that could impact the success of the project, including the risk of taking no action.

# Part 2: Detailed project justification

Please do your best to complete the items in this section prior to your review with the committee. You may request assistance from a project manager if you need assistance with this section.

## 12-Business need

What is the business need to be addressed by this project?

## 13-Current solution

How are we currently fulfilling the business need?

## 14-Suggested solution

What is the suggested solution to the business need?

## 15-Alternatives

Alternatives considered (include the impact of no action)

## 16-Individuals consulted

Please detail the individuals and organizations consulted in determining the scope of this project.

## 17-BPI needed?

Would this project benefit from process improvement or process review prior to implementation?

[ ]  NO [ ]  YES--If yes, please describe why:

## 18- Change management services needed?

If this project will result in changes in the way staff perform their job duties, [System Offices Shared Services](https://www.busfin.uillinois.edu/about/departments/budget_business_operations/soss/) should be consulted. Change management services include communications, training, web development, and resistance management.

## [ ]  NO [ ]  YES--If yes, please describe what needs your project may have:

## 19-Strategy

How does this project directly support any of the University of Illinois System’s [strategic planning initiatives](https://www.uillinois.edu/strategic_framework/)?

## 20-Faculty and students

How will this project benefit faculty and students at the University of Illinois?

## 21-Success Measures

At six months after implementation, how will you know whether this project was a success?

## 22-Risk assessment

Complete the risk matrix below. Please select a risk levels where indicated*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk Type | Risk Description for This Project | Impact(Would this risk impact schedule, budget or scope, and would that impact be High, Medium or Low?) | Likelihood of Occurrence(What is the chance or this risk situation occurring on this project: High/Medium/Low) | Mitigation(What steps would be taken to avoid the risk? What would be done if it happened?) |
| Maturity of solution (e.g., are similar solutions in place elsewhere; specify # of sites and how long the solution has been in use) |  |  |  |  |
| Institutional commitment and consensus (e.g., management buy-in) |  |  |  |  |
| Aggressiveness of Project Schedule (e.g., how does schedule compare to other installs) |  |  |  |  |
| Adequate Budget (e.g., budget benchmarked, contingency available) |  |  |  |  |
| Complexity (e.g., scale, degree of change required, number of parties involved) |  |  |  |  |
| Organizational Readiness (e.g., functional staffing, employee attitudes) |  |  |  |  |
| Benefits realization (e.g., will savings materialize and be captured) |  |  |  |  |
| Application Performance (e.g., will system scale to meet demand) |  |  |  |  |
| Other Risk (please specify) |  |  |  |  |

## 23-Project benefits

Complete the spreadsheet below to quantify the project benefits.

## 24-Resource Requirements

Please provide an initial indication of the resources required to implement this project. Please include both resources for implementation and post-implementation costs as well as any other potential cost including project in hardware, storage, and software cost.



# Additional information for ITPC

This section is reserved for projects that will be going through ITPC and will be completed prior to the appropriate ITPC meeting.

## 25-ITPC project name and number:

## 26-Data management

Security: What is the least restrictive security profile that should be applied to this data? Are there FERPA, HIPPA, PCI, etc. compliance considerations?

Stewards: The data steward is responsible for making decisions on the security profile of the data and performing data access approval tasks as needed. Which office(s) at the university is the data steward for this data?

Retention: Will this project cause new data to be created or require data to be migrated from one system to another? How long should the data be retained, why should it be retained for that period of time, and does it need to be retained in the active system for the entire retention period?

## 27-Sourcing analysis

(use of external vs. internal resources) Document why chosen sourcing approach is optimal (expertise, availability of resources, costs, expediency).

## 28-Vendor assessment

List the vendor(s) under consideration:

Is this a current vendor utilized by the University of Illinois or is this a new vendor?

Please comment on the following regarding the vendor:

* 1. Financial viability
	2. Installed base of clients for all products
	3. Installed base of clients for product that will be implemented

## 29-Expected funding mechanisms (e.g., existing budget, net new funds).

Are you asking for ITPC funding for this project or is it being funded by the sponsoring office or some other organization? Consider the source of funding for following items:

|  |  |
| --- | --- |
| Expense Area | Funding Source |
| Functional Area Staff |  |
| Technology Staff |  |
| Software/Hardware |  |

Please provide the information below from the Project Cost Summary in Section #12 above.

|  |  |
| --- | --- |
| Fully funded project one-time costs | $0,000 |
| Net requested ITPC project funding | $0,000 |
| Annual maintenance costs | $0,000 |
| Who/how will out of pocket annual maintenance costs be paid for future years? |  |