

IT Services provides information technology services to both Durham College and Ontario Tech University. As the service provider, forms are classified and the data retained based on the Commons Records Retention Schedule used by Durham College.

For more information or to request alternate formats of this form for accessibility, please contact [ITSPROJECTS@DC-OT.CA](mailto:ITSPROJECTS@DC-OT.CA)

Please review the [ITS Project Proposal Form Guide](#) for full instructions on how to complete this form. Once it has been completed, submit this form to [SERVICEDesk@DURHAMCOLLEGE.CA](mailto:SERVICEDesk@DURHAMCOLLEGE.CA) or [SERVICEDesk@DC-OT.CA](mailto:SERVICEDesk@DC-OT.CA)

Please note if additional information is required the Information Technology Team will contact the Business Lead or Project Lead / Project Manager. Once received the project request will be added to the Information Technology Services Project Portfolio on the Intake tab. After the project is approved the activity will be tracked on the In Progress and Complete tab of the Information Technology Services Project Portfolio.

**PROJECT NAME**

**PRIME STAKEHOLDERS INFORMATION**

**Sponsor(s) (director level and up)**

First Name: Last Name:  
First Name: Last Name:

**Business Lead(s) – Name of the benefits owner (manager and up):**

First Name: Last Name:  
First Name: Last Name:

**Project Lead** First Name: Last Name:

**Project Manager** First Name: Last Name:

**Importance:** High Medium Low

**Institution:** Durham College Shared Ontario Tech

If “shared” is selected, a University assigned project number is required. Contact OT ITS for the UL # before submitting the project request. **UL #:**

**STRATEGIC GOALS (check all that apply)**

**Durham College**

Our Students: To educate and inspire students to realize success in their careers and communities.

Our People: To invest in our employees and empower them to be entrepreneurial innovative and strategic.

Our Work: To be a Leader in teaching and learning while responsibly managing resources, ensuring good governance and strategically investing in the future.

Our Community: To drive the economic, social, and environmental success of our community, locally and globally.

**Ontario Tech (for shared or Ontario Tech project only) – [Our Priorities](#)**

Tech with a conscience Learning reimagined Partnerships  
Creating a sticky campus Telling our story

**BUDGET, TIMING, AND RESOURCES**

Date Submitted: Requested Delivery Date or Timeframe:

Duration: Overall Budget Estimate:

Is budget available from the sponsor? Yes No

Has budget been requested? Yes No

If yes, how much is available or requested?

Is a budget estimate required from Information Technology Services? Yes No

Does the project require Information Technology Services staff time only? Yes No

Please select all resources needed (where possible):

Resource	Estimated Effort (best guess)
Project Manager	
Business Analyst	
Functional SME	
Developer	
DBA (database administrator)	
Training	
Other:	
Other:	
Other:	

**GOAL(S) AND OBJECTIVE(S) (What are we trying to achieve?)**

Project Name:

**BACKGROUND ON BUSINESS OPPORTUNITY (Why do we need it?)**

**IMPACT AND BENEFITS**

Describe how the different stakeholders would be affected by the successful delivery of this initiative. What are the business benefits?

**QUANTIFY / ESTIMATE THE WORK EFFORT AND THE BUSINESS BENEFIT**

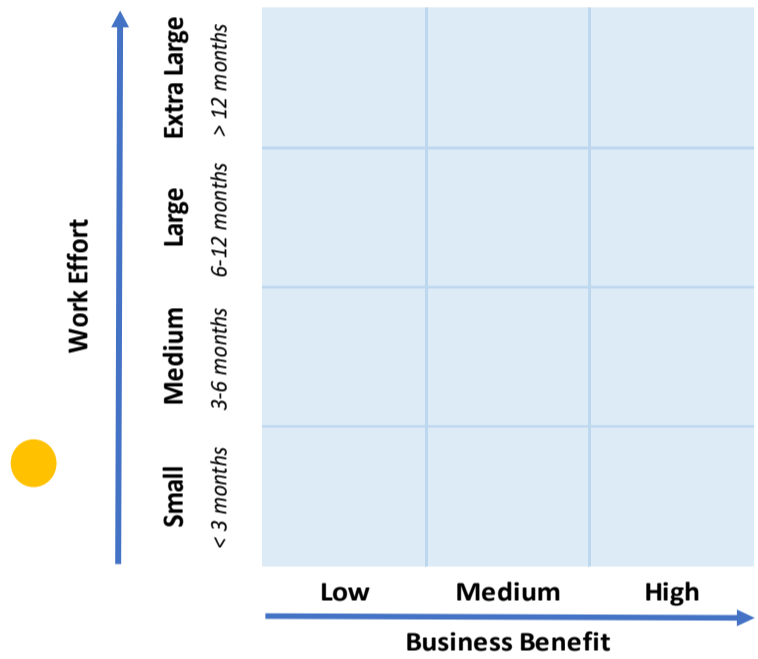
Please Quantify:

- The Work Effort:**  
 Small - Less than 3 months  
 Medium - 3 to 6 months  
 Large - 6 to 12 months  
 Extra Large - greater than 12 months

- The Business Benefit:**  
 Low  
 Medium  
 High

Using the yellow icon, place the icon on the graph to represent the result of where these two values intersect.

**Please Note:** Work effort is directly related to project size.



**CRITICAL SUCCESS FACTORS**

How do we know we are successful? When will the project sponsor deem the project a success?

**SCOPE AND DELIVERABLES**

Please list all in-scope items, features and deliverables.

Please list all out-of-scope items, features and deliverables.

**ASSUMPTIONS (Identify all known assumptions)**

Project Name:

**CONSTRAINTS (Identify all known or anticipated constraints)**

**RISKS**

Identify known risks. Also consider opportunity cost(s) if the project does not move forward. To review a list of other risks that should be considered, please refer to the [ITS Project Proposal Form Guide](#).

**DEPENDENCIES (Identify all known dependencies)**

**REQUIREMENTS FROM INFORMATION TECHNOLOGY SERVICES**

Please identify all known requirements from Information Technology Services. This could include set-up a server, create a data extract from Banner, add a data drop, etc.

**REPORTING REQUIREMENTS**

Please list all additional reporting requirements Information Technology Services needs to deliver.

Date Reporting is Needed:

**BUSINESS LEAD SIGNATURE (signature must be digital with date and time stamp)**

First Name: Last Name:

Title:

Business Lead Signature:

**SPONSOR SIGNATURE (signature must be digital with date and time stamp)**

First Name: Last Name:

Title:

Sponsor Signature:

**OFFICE USE ONLY**

First Name: Last Name:

Title:

Track and Planning Comments: