

ITS PROJECT PROPOSAL FORM

Project Name

Instructions:

- Areas in **blue text** should be deleted and replaced with details of the proposal, as needed.
- Fields marked by an asterisk * **must be** completed prior to submission to IT Services.
- For assistance, please review the ITS Project Proposal Form Guide or email ITSPROJECTS@DC-OT.CA
- Submit this completed form to the IT Service Desk by email to SERVICEDesk@DC-OT.CA and cc the Ontario Tech ITS team at PROJECTINTAKE@ONTARIOTECHU.CA
- If additional information is required, ITS will contact the Business Lead or Project Lead / Project Manager.
- Once received, the project request will be added to the ITS Project Portfolio on the Intake tab.
- Once approved, the project activity will be tracked on the In Progress and Complete tab of the ITS Project Portfolio.

Prime Stakeholders

* Project Name	Name to uniquely identify or refer to this initiative. <i>Example, Banner module ABC deployment</i> Note: Also include the name in the header above so it displays at the top of each page.	
* Sponsor	Name of the sponsor (Director and up)	
* Business Lead	Name of the benefits owner (Manager and up)	
Project Lead / Project Manager	Name of assigned Project Lead. A Project Manager is needed for large projects.	UL #: University assigned project number. Contact OT ITS for the UL # <u>before</u> submitting the project request.
* Importance	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
* Strategic Goal Support	Please select all that apply from the Sponsor's institution: Strategic/Business: <i>DC</i> <input type="checkbox"/> Our Students: To educate and inspire students to realize success in their careers and communities. <input type="checkbox"/> Our People: To invest in our employees and empower them to be entrepreneurial, innovative and strategic. <input type="checkbox"/> Our Work: To be a leader in teaching and learning while responsibly managing resources, ensuring good governance and strategically investing in the future. <input type="checkbox"/> Our Community: To drive the economic, social and environmental success of our community, locally and globally. <i>OT</i> <input type="checkbox"/> Tech with a conscience. <input type="checkbox"/> Learning re-imagined. <input type="checkbox"/> Creating a sticky campus. <input type="checkbox"/> Partnerships. <input type="checkbox"/> Telling our story.	

Budget, Timing and Resources

* Date Submitted	Date the project was submitted to ITS. <i>Example, DD-MMM-CCYY</i>
* Requested Delivery Date or Timeframe	Identify key timing for the initiative. <i>Examples, MMM-CCYY, Prior to Fall Startup CCYY</i>
Duration	Duration to complete the project. <i>Example, "X" number of weeks or months</i>
Overall Budget estimate	\$0.00

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* Is Budget available from the sponsor or has it been requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how much?	\$0.00
Is Budget required from IT Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Budget estimate required from IT Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does project require IT Services staff time only?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resource needs by role where possible Consider if backfill resources are required as well.	Include any applicable resources required. <i>Examples, PM, BA, Functional SME, Developer, DBA, Training, etc.</i> Include days of effort +/- 50% or best effort guess.

* Goal(s) and Objective(s)

What are we trying to achieve?

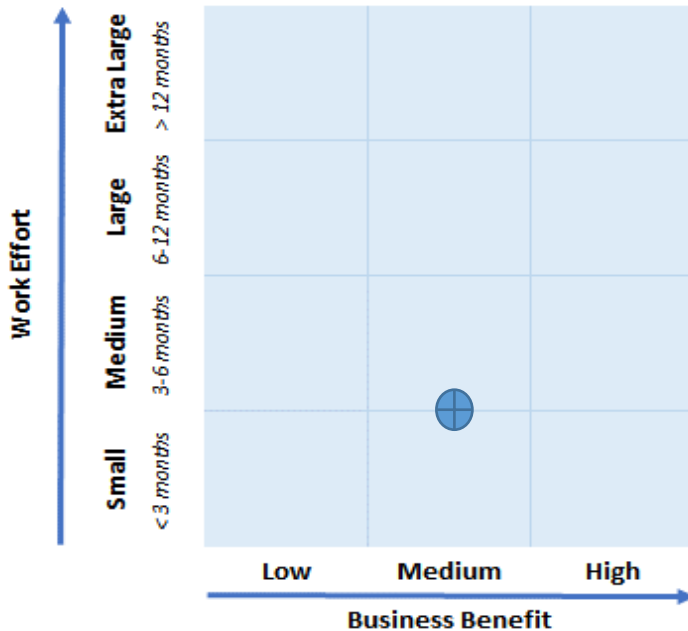
* Background on Business Opportunity

Why do we need it?

* Benefits and Impact

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 = select one:
Small, Medium, Large, Extra Large
- The Business Benefit = select one:
Low, Medium or High

Represent the results on the graph by moving the blue icon to where these two values intersect.

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 successful?

Scope and Deliverables

In-Scope

Please list in-scope items / features / deliverables.

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Out-of-Scope

Please list out-of-scope items / features / deliverables.

Assumptions

Identify all known assumptions.

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 IT Services

Identify all known requirements from IT Services. This can include tasks such as: set-up a server, create a data extract from Banner, add a data drop, etc.

Reporting Requirements

Identify any additional reporting requirements that IT Services needs to deliver. Include a date for the reporting requirements in case these are required by the business on a different timeline than the rest of the project deliverables.

* Approvals

APPROVER	NAME AND TITLE	SIGNATURE
Sponsor		
Business Lead		
ITS Lead (ITS reviewer)		Not required – cc only

DC IT Services Section

To be filled by DC ITS only for tracking and planning purposes, as needed.