**Introduction:** This form is intended to provide information to involved technology steering committees so they may make informed decisions on major new technology acquisitions or major changes to existing systems.

**Proposal must …**

* Have a clear business case showing that the proposed solution is cost-effective over other enterprise and business process work-around solutions.
* Have sponsorship at the Associate Vice President level.
* Have one-time and ongoing annual costs identified accurately.

**Proposal Elements**

|  |
| --- |
| Project Title |
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|  |
| --- |
| Short Description |
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| --- |
| Sponsor |
|  |

|  |
| --- |
| Business Owner |
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|  |
| --- |
| Description and Cost Analysis of Alternative Workarounds Explored  *(include automated or manual process documentation if available)* |
|  |

|  |
| --- |
| Requirements  *(features the application or system must have)* |
|  |

|  |
| --- |
| Rough Timeline and Milestones *(expected planning through completion)* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Resource Requirements | | | |
| Budget | **One-Time** | **Ongoing/Annual** | **AVP Funding Authorization (Y/N)** |
| Software |  |  |  |
| Hardware |  |  |  |
| Staff |  |  |  |
| Services |  |  |  |
| Training |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Review / Approvals | | | |
| Role | **Name** | **Department / Division** | **Date** |
| Proposal Originator |  |  |  |
| Unit  Sr. Director |  |  |  |
| Unit AVP |  |  |  |
| Strategic Management Systems |  |  |  |
| Assigned To |  |  |  |
| Completed |  |  |  |

**Project Definition and Submission**

Information Technology initiatives are considered “projects” by the Strategic Management Systems group when:

* The proposal will require more than a week to implement.
* All associated tasks have a specific Start and End date.

Project requests and/or questions can be submitted to the Strategic Management Systems Coordinator via: [smsapps@lists.wayne.edu](mailto:smsapps@lists.wayne.edu)

**Field Definitions**

Project Title: Name of the proposed project

Short Description: Brief overview of the proposed project.

Sponsor: Individual who authorizes resources and budget for proposed project.

Business Owner: Individual who provides identification and definition of project, including business case and project oversight.

Description and Cost Analysis of Alternative Workarounds Explored: Describe the current and proposed business processes. Identify other workarounds used to accomplish the task or process. Include a resource analysis of each.

Requirements: Identify physical or functional needs the product or process must be able to perform, such as a necessary attribute, capability, characteristic or quality.

Rough Timeline and Milestones: Requested or proposed project timeline and milestones.

Resource Requirements: Identification of resources needed for project delivery. To be completed collaboratively with the unit sponsoring the project and the Strategic Management Systems group.

Review / Approvals: “Sign-off” of individuals associated with authorization of the project.

Completed: “Sign-off” from Sponsor indicating that the project has been completed.