|  |  |
| --- | --- |
| **Level 1 Project Proposal** | **ITPC-XXXX** |
| To be completed for all requests that require more 250 hours of effort or with project budgets greater than $20,000. For requests that require more than 850 hours of effort or with project budgets greater than $100,000, the Level 2 version of this template should be completed instead of this one. For additional information regarding ITPC, including guidance for completing this template, please visit <http://www.itpc.uillinois.edu/>  |

# Project Name:

Campuses affected by project (UIC/UIUC/UIS/System Office):

Date Template Submitted to ITPC:

# Sponsor(s):

ITPC project sponsors must be individuals and cannot be groups. Being a project sponsor implies project ownership as a key stakeholder in the project and may require active project participation in a sponsor or advisory role. **Please list name, campus, and department for each.**

# Project Description

## Provide a simple, high-level description of the project that clearly states the overall business goal of the initiative and the role of the technology component. If the description is highly technical or utilizes acronyms, please provide a one-paragraph summary in layman’s terms of the project.

## If this project is not addressing University of Illinois Systems needs or the needs of all three UI universities, please explain why all campuses are not being included in this proposal?

## Describe the effects of this project on current business processes at each campus.

## Are there any other systems, processes and organizations that may be affected by this proposal?

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

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

## Would this project benefit from BSS Shared Services assisting with the creation of a training plan or training materials?  *When yes is selected a member of BSS Shared Services will be in contact with you to determine your needs and the availability of their resources.*

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

## Please detail the individuals and organizations consulted at each campus in determining the scope of this project.

## *Please list name, department, and brief title for each.*

## Chicago

## Urbana

## Springfield

## System Office

## How does this project directly support any of the university’s strategic planning initiatives?

Strategic alignment is not a requirement for ITPC projects and this question may be answered with Not Applicable if there is no alignment. Please see Appendix 3 for strategic plan resources.

* University:
* Campus:
* College/Unit/Department:

## Have all assumptions being made in the preparation of this template been documented?

Include any functional or technical requirements in Appendix 1.

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

# Alternatives Considered (include the impact of no action)

# Detailed Project Justification

## All ITPC project are reviewed six months after implementation to evaluate project success. At six months after implementation, how will you know whether this project was a success?

## Complete the spreadsheet below to quantify the project benefits.

Strategic benefits as noted in the spreadsheet would be benefits for which the financial quantification of benefits is difficult to determine. An example of this would be improved customer service and satisfaction. Tangible benefits are identified as those benefits for which cost savings, labor efficiencies or increased revenues can be estimated and extrapolated to determine a financial value of the benefit. Labor savings calculations should utilize the best estimate available for average labor rates.



# Resource Requirements:

To the best of your ability, estimate the costs of this project in hardware, storage, software, and labor hours for both initial outlay and recurring maintenance. If you have questions as to how to complete this spreadsheet, please contact AITS\_PMO@uillinois.edu.



# 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?*

# Timeline

Estimate duration in months/weeks of how long it would take to complete this project. Are there business milestones or dependencies that have an effect on when this project should be implemented?

# 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 #7 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? |  |

# APPENDIX 1 - Functional and technical requirements

If available, insert any project specific functional and technical requirements.

# APPENDIX 2 - Project recommendation from Subcommittee

Project name:

Sponsors:

Proposal level:

Subcommittee:

Date of subcommittee review:

[ ] **This proposal is for a mandatory project**

[ ] **This proposal should be recommended without reservation**

Among the projects currently under evaluation by the ITPC subcommittee, this level of priority is most appropriate:

[ ] Highest priority – Critical and urgent; greatest impact overall or best value improvement:

[ ] Moderate priority – Important and valuable; Impact is limited or implementation costs unclear

[ ] Low priority – Useful, but of limited applicable value or narrow utility

[ ] **This proposal should be recommended with these questions or concerns:**

[ ] **This proposal should not be recommended, for these reasons:**

#