

## Information and Educational Technology Project Proposal

<b>Project Name</b>		<b>Proposal Revision</b>	
<b>Project Champion*</b>		<b>Project Manager</b>	<i>To be assigned</i>
<b>Champion Dept.</b>		<b>Dept. Contact</b>	<i>To be assigned</i>
<b>Submitted by</b>		<b>Date Submitted</b>	

\*Project Champion is the AVP, AVC, Dean or Asst. Dean responsible for funding the project

<b>Project Overview</b>	
<p><b>Business Problem</b></p> <ul style="list-style-type: none"> <li>• What business problem are you trying to solve?</li> <li>• For whom?</li> <li>• What is the risk of not pursuing this project?</li> </ul>	
<p><b>Project Summary</b></p> <ul style="list-style-type: none"> <li>• What is your recommended solution?</li> <li>• Define what is IN and OUT of scope.</li> <li>• What are the alternatives to the project?</li> </ul>	
<p><b>Project/System Dependencies</b> List and describe the nature of any dependencies either those that need to be completed prior to this project or those that will be enabled as a result of it.</p>	
<p><b>Timeframe</b> (Provide the project completion deadline if one exists and any business/academic year timeline constraints)</p>	
<p><b>Stakeholders</b> (Affected departments, groups, locations, or individuals)</p>	

Project Attributes		
<p><b>Strategic Goals</b> Select all that apply as having direct support from this solution.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Achieve Annual Goals</li> <li><input type="checkbox"/> Chancellor's Goals</li> <li><input type="checkbox"/> Reengineering Goals</li> <li><input type="checkbox"/> Department Goals</li> </ul>	<p><b>Importance</b> Select all that apply as reasons this solution provides value.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Will innovate/grow operations</li> <li><input type="checkbox"/> Will sustain current operations</li> <li><input type="checkbox"/> Will reduce risk to UC Davis</li> <li><input type="checkbox"/> Will reduce Institutional costs</li> </ul>	<p><b>User Impact</b> What stakeholders/users will be impacted?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Students</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Faculty</li> <li><input type="checkbox"/> External</li> </ul>
<p><b>Academic/Business Process Improvements</b> How does this solution support changing processes?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mission Critical process improvements supported</li> <li><input type="checkbox"/> Major process improvements supported</li> <li><input type="checkbox"/> Key areas of process improvements supported</li> <li><input type="checkbox"/> Some areas of process improvements supported</li> <li><input type="checkbox"/> Does not support process improvement</li> </ul>	<p><b>Schedule Flexibility</b> What is the timeline for this solution?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Within 3 months</li> <li><input type="checkbox"/> Within 6 months</li> <li><input type="checkbox"/> Within 12 months</li> <li><input type="checkbox"/> Within 2 years</li> <li><input type="checkbox"/> No specific deadline</li> </ul>	<p><b>Technology Compatibility</b> Does the solution leverage current technology?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leverages current systems or technology</li> <li><input type="checkbox"/> Likely to involve new systems or technology</li> <li><input type="checkbox"/> Will introduce new and untested technology</li> </ul>
<p><b>ROI Estimate</b> What type of return is likely from this solution?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A positive financial return is expected</li> <li><input type="checkbox"/> A positive return due to efficiency improvements</li> <li><input type="checkbox"/> No return, but will avoid future expenditures</li> <li><input type="checkbox"/> No direct financial return expected</li> </ul>	<p><b>Mandates</b> Does this solution satisfy a requirement?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Satisfies a Legislative/Statutory mandate</li> <li><input type="checkbox"/> Satisfies a System/Institutional mandate</li> <li><input type="checkbox"/> Satisfies an External Funding Mandate</li> <li><input type="checkbox"/> Not driven by a specific mandate</li> </ul>	<p><b>System Efficiency</b> What is the effect on staff or system reduction?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduces staff or systems in use</li> <li><input type="checkbox"/> No change in staff or systems in use</li> <li><input type="checkbox"/> Additional staff or systems needed for support</li> </ul>
<p><b>Academic/Business Units Affected</b> How many academic/business units will this solution impact?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> System-wide</li> <li><input type="checkbox"/> All Units Affected w/ UCDHS</li> <li><input type="checkbox"/> All Units Affected w/o UCDHS</li> <li><input type="checkbox"/> Multiple Units</li> <li><input type="checkbox"/> One Unit or none</li> </ul>	<p><b>Estimated Project Cost</b> Total cost, including labor.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> &lt; \$50K</li> <li><input type="checkbox"/> &gt; \$50K and &lt;\$150K</li> <li><input type="checkbox"/> &gt; \$150K and &lt;\$500K</li> <li><input type="checkbox"/> &gt; \$500K and &lt;\$2M</li> <li><input type="checkbox"/> &gt; \$2M</li> </ul>	

--- Below Portion is For Internal Use Only ---

Note: The following resource requirements and costs are estimates only. They are based on the information available at the time of the proposal and may need to change as the project continues through further discovery, planning and implementation.

<p><b>Resource Requirements</b> List roles, e.g., programmer, business analyst, etc., as well as estimated hours of work required</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Resource/Role</th> <th style="width: 25%;">Estimated FTE</th> <th style="width: 25%;">Duration</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td style="text-align: center;">months</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;">months</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;">months</td> </tr> </tbody> </table>	Resource/Role	Estimated FTE	Duration			months			months			months			
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<p><b>Costs</b> Include estimated: Project labor costs from above and equipment or other material costs Ongoing annual costs</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Resource</th> <th style="width: 25%;">Estimate</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;">hours @ \$ /hour</td> <td> </td> </tr> <tr> <td> </td> <td style="text-align: center;">hours @ \$ /hour</td> <td> </td> </tr> <tr> <td> </td> <td style="text-align: center;">hours @ \$ /hour</td> <td> </td> </tr> <tr> <td><b>TOTAL</b></td> <td> </td> <td> </td> </tr> </tbody> </table>	Resource	Estimate	Amount		hours @ \$ /hour			hours @ \$ /hour			hours @ \$ /hour		<b>TOTAL</b>		
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<b>TOTAL</b>																

<b>Revision History</b>			
Rev #	Date	Changes Made	By

<b>Management Decision Record</b>		
Date	Decision Made (resource assignments, project funding, scope decisions, etc.)	By