



ITS | Project Management Office

IT Project Proposal Request Form Instructions

This form assists project proposal requestors prepare for submitting an IT Project Proposal through the online proposal form. The online proposal form requires individuals to complete the request entirely in one sitting. Those who would like to submit a proposal but may require additional time to gather required information may use this form and save it to a computer, network folder, or other location until it is ready to for submission.

Fields denoted with an * are REQUIRED both on this form and in the online proposal form. Requestors may copy and paste information from this form directly into the online proposal form. In addition, requestors may also attach a completed version of this Word document to the online proposal form in addition to any other documentation that would be helpful in supporting the proposal request. PLEASE NOTE – even though the online proposal form allows for this Word document to be attached, the **REQUIRED FIELDS MUST STILL BE COMPLETED** in the online proposal form.

Questions and assistance in completing the IT Project Proposal Request Form may be directed to pmo@unf.edu or by access the IT Project Proposal Request Form Knowledge Articles online available [HERE](#).

IT Project Proposal Request Form

Requestor Name*: Deb Miller

Department*: CIRT

Chairperson/Director Review: [Click here to enter a chairperson or director name \(if necessary\).](#)

AVP/Dean Review: Coleman

Divisional IT Reviewer*: Academic Affairs - Len Roberson

Project Proposal Name*: Faculty Web Domains

Project Proposal Description*: Please describe the problem/issue or opportunity faced by the organization; please include a description of any current processes and supporting technology used today.

UNF faculty have publishing needs that are unmet in the current system. The [Faculty Bio](#) tool provides faculty profile, but is extremely limited and is not expected to survive an upcoming LMS change. Space on the [Osprey server](#) requires that faculty acquire and learn to use complex and expensive web publishing tools, e.g. Dreamweaver. Additionally, this service does not support databases or modern publishing tools, such as WordPress or LiveSite.

Project Proposal Business Goals*: Please identify and describe how this request will help your department, division, or the university achieve its business goals. Please include any measurable outcomes expected if this project proposal is approved.

Digital pedagogy and scholarship take a broad view of teaching, research and service. A digital domain amplifies the voice of a faculty member in a given discipline, and through digital elements and reflective narrative, empowers faculty to extend their voice beyond the local environment. The goal of this project is that UNF faculty have access to the tools and support needed to create and maintain websites and control their online identities.

UNF faculty are already moving outside of university systems to meet their professional or project needs on an ad hoc basis, which poses challenges for efficiency and support. This project would enable faculty to author and administer their own websites. These faculty domains can function as hubs for professional presence, a development space in which to explore digital scholarship, a space for class project publication, and a space that allows for collaboration. The goal of this project will be to provide both simple templates for common needs and more sophisticated tools and support for faculty who choose to experiment.

Project Proposal Solution Requirements*: Please identify and describe the capabilities a solution should provide to enable users to accomplish the previously identified business goals.

We propose that UNF provide a in a LAMP server environment to provide faculty with services similar to the shared web hosting services available from commercial web hosting providers. This environment is typically implemented using cPanel, a site management dashboard. Each faculty member would have a “sandbox” with a space for experimentation using open source software such as WordPress, Drupal, and Mediawiki.

This environment could be provided locally, or hosted by a provider such as [Reclaim Hosting](#) or [Bluehost](#).

It should be noted that this project is in not meant to circumvent existing UNF content management systems and governance processes, but rather to provide added value by allowing for the flexibility and capability that is needed for digital pedagogy and scholarship to faculty, without impinging upon the needs of the institution to maintain consistent and accurate websites for official units.

Project Proposal Funding*: Please identify the source of funds to support this proposal upon its approval as a project and require direct expenditures as a result. If the approved proposal will be an internal ITS solution, please select "Not Applicable".

- Not applicable
- Not identified
- Within existing organizational budget
- Funded through multiple UNF organizations
- Funded through an APPROVED grant
- Part of an UNAPPROVED grant proposal
- To be requested through annual budget process

Project Proposal Stakeholders*: Please identify, in terms of who at UNF, may be impacted by this proposal, if it became a project. Select ALL that apply:

- Department(s):
- Division(s):
- Faculty:
- Staff:
- Students:
- University:
- Visitors/General Public:

Project Proposal Stakeholder Impact: Please describe the impact of this proposal on the stakeholders identified above.

The primary impact is on faculty who will benefit from access to modern web publishing tools for their professional work. In this type of environment, we can provide for multiple needs and levels of control. We can make available templates for faculty use while still providing other unstructured options for research and project sites.

The public will be impacted by the university's ability to more closely associate the excellent work of our faculty with the institution.

Staff impact will be limited to support (CIRT) and administration of system (ITS). An advantage here will be the administrative ability to unpublish sites on the rare occasion such action is required.

Project Proposal Mandate*: Please identify to what extent this proposal is a result of a mandate from the following list below. Please select all that apply:

- Accreditation:
- Federal:
- Gubernatorial:
- Not mandated:
- State Legislature/BOG:
- UNF Presidential Initiative:
- UNF Provost Academic Initiative:

Date Required for Mandate: Please indicate the date this proposal/project must be completed by in order to comply with the above-identified mandating authority.

Date Required: 5/1/2017

Ideal Time to Implement*: Please identify the time(s) of the calendar year when implementing the proposed project would be the least disruptive to the stakeholder groups previously identified. (Select all that are applicable).

- Anytime:
- During Fall Term:
- During Spring Term:
- During Summer Term(s):

Project Proposal Risk*: Please describe the risk of disruption/danger/negative impact to the University if this request is NOT undertaken at this time. If this proposal seeks to implement or replace a health/life/safety application, please be sure to indicate that in this section.

Limitations of current publishing options. Space on the [Osprey server](#) requires that faculty acquire and learn to use complex and expensive web publishing tools, e.g. Dreamweaver. Additionally, this service does not support databases or modern publishing tools, such as WordPress or LiveSite.

Ongoing challenges for efficiency and support when UNF faculty move outside of university systems to meet their professional or project needs on an ad hoc basis.