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## IT Project Proposal: <title here>

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Submission date:

Submitted by:

Submit to: IT Client Consulting, [itconsulting@ku.edu](mailto:itconsulting@ku.edu)

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### **Project Sponsor:** Required

The project sponsor commissions others to deliver the project, is responsible for championing the project, and accepts responsibility as the escalation path for problems. The project sponsor provides vision and high level direction for the project.

### **Funding Sponsor:** If Known

This person or department would be actively involved in obtaining budget necessary for successful implementation of the project.

### **Project Owner:** Required

The project owner confirms the need within their area of responsibility, validates objective(s), provides the functional specifications, administers, monitors, and is responsible for the overall delivery of the project/product. The project owner is the first escalation step on the path to the project sponsor.

### **Proposal Facilitator:** Optional

If requested, Information Technology will provide support resources/personnel necessary to assist sponsors and owner in preparing a project proposal.

### **Project Manager(s):** Do not provide as part of proposal

Will be identified and/or resources provided once project proposal becomes an active/prioritized project.

### **Additional Stakeholders** (add as many as appropriate):

Stakeholder Name	Stakeholder Function

**Project Name and Description:**

Briefly introduce the project. How did it come about?

**Project Purpose/Goal(s):** (be brief)

Why should KU undertake this project? What problem will be solved? How will this project benefit the University? What is the impact of not initiating this project?

**Assumptions:**

Describe the assumptions (resources, policies, schedules, technologies, etc.) upon which this plan is based.

**Success Factors:**

Describe the outcomes to be realized – distinguish between “must haves” and “nice to haves”. What will success look like / be measured once the project is complete?

**Risk Factors:**

Are there identifiable risks related to either the completion or non-completion of this project? These might include items such as security issues, regulatory concerns, public relations or institutional image factors, or academic potentials?

**Approach:** (be brief)

Describe the approach, or strategy, for the proposed project. For example, should a system be built for successful implementation or are vendor products being considered (build, buy, open source, etc.)? Will the project be implemented in phases or with prototypes/pilots? If considering a new technology, will there be a critical decision point about moving forward or implementing a contingency plan?

**Scope:**

Business, academic, or administrative functions and processes to be defined, supported, or updated by this project:

In Scope

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Out of Scope

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- 
- 

Uncertain

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Interdependencies with other services (including replacement or consolidation of services), projects, systems, or campus groups/departments:

In Scope

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Out of Scope

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Uncertain  
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### Timeline / Milestones:

What is the needed or hoped for delivery date? Is there a specific “window of opportunity” for implementation?  
**[Please note that a ranked proposal will be removed from the IT queue and placed on hold after 90 days if an IT Project Manager is waiting for information from a Project Sponsor that is necessary to move the project forward. A reminder that more information is needed will be sent to the Project Sponsor at the 60 day-mark in an effort to signal that the proposal will be removed from the IT queue if necessary information is not provided in the following 30 days.]**

### Projected Project Cost and Resources:

(outline what you know at this point in time knowing that more research/information may impact this section)

	Project Needs / Investment	Recurring Cost / Maintenance
Staffing Needs (Technical and/or Functional)		
Consultants		
Training/Documentation		
Hardware		
Software		
Other (Please specify)		