

# Project Proposal Form

Send this completed form to Bhavani Koneru, Sr. Director, Administrative Applications: ay0050@wayne.edu.

**Introduction:** The University has invested in various enterprise-class software systems (such as the Ellucian “Banner” ERP solution, the Blackboard learning management system, and Cognos for reporting). To ensure that the University derives full value from its investments in these suites, and to mitigate long-term software maintenance expenses, the University’s executive Information Technology Steering Committee (ITSC) must approve enterprise software solutions and any proposed modification to these systems.

## Proposal must...

- Demonstrate a clear fulfillment of a mission-critical enterprise software deficiency
- Have a clear business case showing that the proposed solution is cost-effective over other enterprise and business process work-around solutions
- Have executive –level sponsorship at the Vice President level
- Be reviewed and supported by the:
  - Appropriate Technology Steering Committees
  - Computing & Information Technology
- Have one-time and ongoing annual costs identified accurately
- Be submitted to the Information Technology Steering Committee for final approval

## Proposal Elements

<b>Project Title</b>	
<b>Short Description</b>	
<b>Vice President Sponsor Name(s)</b>	
<b>Sponsor’s Division(s)</b>	

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<b>Submitter Contact Name</b>	
<b>Description of Alignment with University Strategic Plan</b>	
<b>Description of Mission Critical Enterprise Software Deficiency</b>	
<b>Description and Cost Analysis of Alternative Workarounds Explored</b> (Automated or Manual Processes)	

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Budget	One-Time	Ongoing/Annual	VP Funding Authorization (Y/N)
<b>Software</b>			
<b>Hardware</b>			
<b>Staff</b>			
<b>Services</b>			
<b>Training</b>			
<b>Other</b>			

<p style="text-align: center;"><b>Research Analysis</b></p> <p><i>(What analysis and research have you made before making the request? Have you contacted other institutions?)</i></p>	
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<p style="text-align: center;"><b>Quantitative Benefits</b></p> <p><i>(What will this save or generate for the University?)</i></p>	
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<p><b>Qualitative Benefits</b> <i>(What are the soft benefits of this proposal?)</i></p>	
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<p><b>Risk Associated with "Doing"</b></p>	
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<p><b>Risk Associated with "Not Doing"</b></p>	
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# Project Proposal Form

<p><b>Rough Timeline and Milestones</b></p>	
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<p><b>Additional Narrative Information</b> <i>(Attach additional documents as necessary)</i></p>	
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## Review/Approvals

Role	Name	Department/Division	Date
<b>Proposal Originator</b>			
<b>Divisional VP</b> <i>(Signature indicates support of proposal)</i>			
<b>C&amp;IT Enterprise Applications Director</b> <i>(signature indicates support of proposal)</i>			
<b>Chief Information Officer and AVP of C&amp;IT</b> <i>(signature indicates team review of proposal)</i>			
<b>Academic, Administrative or Research Technology Advisory Committee Chair</b> <i>(signature indicates team support of proposal)</i>			
<b>Information Technology Steering Committee Chair</b> <i>(final signature indicates committee approval)</i>			