

CCIT Project Proposal Template

Instructions

The project proposal template is designed to assist in prompting and structuring project proposals prior to submission for analysis and decision-making.

In proposing your project, your overall goal should be to provide a persuasive argument for the project's implementation. Convey the merits of your project from the perspective of your unit and its place within the organization.

Please provide enough detail to allow someone with limited or general knowledge of your unit's operations to understand the proposal. Don't be concerned if your proposal is not a precise, final, or exhaustive solution, as that can be further developed once the proposal has been approved. Feel free to attach any supporting documentation or other additional information. The information you provide will help improve the quality of the decision-making process.

Once submitted, your project proposal will be analyzed and considered amongst other proposals throughout the College in a process designed to successfully prioritize, schedule, and coordinate projects amidst all other activities of the organization. The goal will be to produce the greatest overall benefit to the organization with consideration of its limited resources.

CCIT Project Proposal Template

Project Summary

Working Title of Project	
Project Sponsors	

Proposal Type	<input type="checkbox"/> Idea To Be Explored <input type="checkbox"/> Potentially Identified Solution
Project Type	<input type="checkbox"/> New Project <input type="checkbox"/> Enhancement to Existing or Former Project

Primary Contact	Name	
	Phone	
	Email	
Backup Contact	Name	
	Phone	
	Email	

Executive Summary

Please provide a summary of the information detailed throughout this project proposal.

Statement of Need

Discuss the needs or opportunities to be addressed by this project. In your discussion, describe and position these needs or opportunities within the context of your organizational environment. Internal factors, as well as external ones, should be considered.

Project Goals

Identify the goals of the project. Discuss what is to be achieved and the expected/desired outcomes of this project.

Constraints

Talk about constraints that could affect the development, implementation, and/or end outcomes of this project. Consider such factors as experience, knowledge, skill sets, budgetary resources, time, competitive environment, and existing investments.

Requirements

Given your operational context, describe what needs to be in place during the project and afterwards in order for the project to be successful. In your discussion, consider the constraints you identified above and, if necessary, define requirements to compensate for constraints.

Time vs. Relevancy

In order for this project to be relevant within your operation, satisfy the needs and opportunities defined, and achieve stated project goals, what would be the desired timeline for the project?

What do you think is the longevity or useful life of the solution?

Impact: Costs & Risks

Discuss the expected impact of the project and its expected outcomes. Provide detail on expected and potential costs and risks. Also, consider both one-time as well as on-going costs and risks (i.e., maintenance and support). Wherever possible, quantify the impact of the solution.

In your discussion speak to the following areas of impact: (1) positioning to take advantage of other opportunities; (2) effect on business processes and workflow; (3) staffing (number of staff required, training, redefinition of roles); (4) effect on client base/end users; (5) budget (i.e., incremental costs needed; potential savings); (6) competitive advantage or standing.

Impact: Benefits & Opportunities

Discuss the expected impact of the project and its expected outcomes. Provide detail on expected and potential benefits and opportunities. Wherever possible, quantify the impact of the solution.

In your discussion talk about the following areas of impact: (1) positioning to take advantage of other opportunities; (2) effect on business processes and workflow; (3) staffing (number of staff required, training, redefinition of roles); (4) effect on client base/end users; (5) budget (i.e., incremental costs needed; potential savings); (6) competitive advantage or standing.

Alternative Impact

Using the discussion points above in the Impact section, describe the alternative impact on your unit and its constituents if this project is not pursued?

Project Fit

Discuss how this project fits within the strategies defined by your unit. How does this project align with your local unit's objectives and mission? Do you see potential opportunities for this project to benefit other functional areas within the organization or across the University?

Evaluation and Measurement

Propose criteria that might be used in defining and evaluating the success of this project and its end outcomes. What measurement standards are available to determine if the project is a success and the impact of its end outcomes? What benchmarks can be set up to determine the short-term and long-term efficacy of the project? Consider in your discussion the goals, requirements, and impact defined above.

Potential Solution

At a high level, describe a potential solution that would satisfy the goals and requirements defined above.

Alternative Solutions

Do you know of any alternative solutions that satisfy the goals and requirements of this project (either fully or partially)? If so, have they been explored? Discuss why this proposal has been submitted in lieu of alternative solutions.

Contingency Plan

If the proposed project is critical to your operations, please discuss what contingency plans could be put into place in the event that the project or its end outcomes are not successful.

Additional Information

Provide below any additional considerations or information in support of this proposal.