

This document is to be used by projects with complexity:  
Basic Low Medium High

**Section 1 -- Proposed Project - General Information**

Project Name:			
Sponsoring Organization:			
Project Sponsor:			
Project Manager:			
Project Start:	Project Finish:		
Project Reporting:	Project Complexity:		
Prepared By:	Prepared Date:		

**Business Problem**

The Business Problem is a question, issue, or situation, pertaining to the business, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve. Often, the Business Problem is reflected as a critical business issue or initiative in the Mason IT Strategic Plan.  
<This information should be the same as what is stated in section 2.1 of the Project Proposal.>

**Section 2 -- Solution Descriptions**

**As Is**

**Description for 'As Is'**

Briefly describe the current state, As-Is solution -- that is, the current process for the business problem summarized above will be retained. List the intangible benefits associated with this solution.

**Option 1**

**Description for 'Option 1'**

Briefly describe Option 1 -- that is, discuss the investment in I.T. project 'A' that will replace the current "As Is" process. List the intangible benefits associated with this solution.

**Option 2**

**Description for 'Option 2'**

Briefly describe Option 2 -- that is, discuss the investment in I.T. project 'B' that will replace the current "As Is" process. List the intangible benefits associated with this solution.

**Section 3 -- Solutions Analysis - Tangible Benefits**

**Project Costs (One-Time)**

Cost Category	Note(s)	Base Budget Cost	As Is	Option 1	Option 2
1. Internal Staff Costs		\$0	\$0	\$0	\$0
2. Services Costs		\$0	\$0	\$0	\$0
3. Hardware Costs		\$0	\$0	\$0	\$0

<b>4. Software Costs</b>		\$0	\$0	\$0	\$0
<b>5. Other Costs</b>		\$0	\$0	\$0	\$0
<b>Total One-Time Project Costs</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Project Costs (On-going/Annual)</b>					
<b>Cost Category</b>	<b>Note(s)</b>	<b>Base Budget Cost</b>	<b>As Is</b>	<b>Option 1</b>	<b>Option 2</b>
<b>1. Internal Staff Costs</b>		\$0	\$0	\$0	\$0
<b>2. Services Costs</b>		\$0	\$0	\$0	\$0
<b>3. Hardware Costs</b>		\$0	\$0	\$0	\$0
<b>4. Software Costs</b>		\$0	\$0	\$0	\$0
<b>5. Other Costs</b>		\$0	\$0	\$0	\$0
<b>Total Annual On-going Project Costs</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Section 4 -- Solutions Analysis - Intangible Benefits</b>					
<p>Weighted evaluation of the intangible benefits of each solution. Weighting - choose a weighting between 0 and 100% for each of the 5 criteria. The total weighting MUST = 100% (the cell will turn green). Then, rate each solution between 1 and 5 (1 is the lowest rating, 5 is the highest rating) for each criteria. The sheet will then calculate the weighted average rating for each solution.</p>					
<b>Criteria</b>	<b>Criteria Weight</b>	<b>Criteria Rating</b>			
		<b>As Is</b>	<b>Option 1</b>	<b>Option 2</b>	
<b>Institutional Impact</b>	20%				
<b>Risk</b>	20%				
<b>Complexity</b>	20%				
<b>Ease of Use</b>	20%				
<b>Maintenance</b>	20%				
<b>Total Rating</b>	<b>100%</b>		<b>0</b>	<b>0</b>	<b>0</b>

<b>Section 5 -- Solutions Evaluation</b>	
<b>Selected Solution</b>	
Identify the Selected Solution and provide justification for the selection.	

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 Basic  Low  Medium  High

### Section 1 -- Proposed Project (Basic Information)

Project Name:			
Sponsoring Organization:			
Project Sponsor:			
Project Manager:			
Project Start:		Project Finish:	
Project Reporting:		Project Complexity:	
Prepared By:		Prepared Date:	

#### Business Problem

Business Problem is reflected as a critical business issue or initiative in the Mason IT Strategic Plan.  
 <This information should be the same as what is stated in section 2.1 of the Project Proposal.>

#### Anticipated (proposed) Funding Source

Funding Source	Total	Comments
General Fund	\$0	
Non-General Fund	\$0	
Special Revenue	\$0	
Federal	\$0	
Other	\$0	
<b>Total</b>	<b>\$0</b>	

### Section 2 -- Solutions Analysis - Intangible Benefits

#### As Is

**Solution Description for 'As Is'**  
 Briefly describe Solution # 1 -- that is, the current process for the business problem summarized above will be retained.

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<b>Intangible Benefits for 'As Is'</b>
List the intangible benefits associated with this solution.

<b>Option 1</b>
<b>Solution Description for 'Option 1'</b>
Briefly describe Solution # 2 -- that is, discuss the investment in I.T. project 'A' that will replace the current "As Is" process.

<b>Intangible Benefits for 'Option 1'</b>
List the intangible benefits associated with this solution.

<b>Option 2</b>
<b>Solution Description for 'Option 2'</b>
Briefly describe Solution #3 -- that is, discuss the investment in I.T. project 'B' that will replace the current "As Is" process.

<b>Intangible Benefits for 'Option 2'</b>
List the intangible benefits associated with this solution.

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**Section 3 -- Solutions Analysis - Tangible Benefits**

Business Process Costs					
	Note(s)	Base Budget Cost	As Is	Option 1	Option 2
1. Ongoing Personnel Costs		\$0	\$0	\$0	\$0
2. Ongoing Facilities Costs		\$0	\$0	\$0	\$0
3. Ongoing Hardware Costs		\$0	\$0	\$0	\$0
4. Ongoing Software Costs (incl. Maint.)		\$0	\$0	\$0	\$0
5. Other Ongoing Costs		\$0	\$0	\$0	\$0
I.T. Project Investment Costs					
6. Project Costs	Note(s)		\$0	\$0	\$0
6a. Internal Staff Labor			\$0	\$0	\$0
6b. Services			\$0	\$0	\$0
6c. Software Tools			\$0	\$0	\$0
6d. Hardware			\$0	\$0	\$0
6e. Materials and Supplies			\$0	\$0	\$0
6f. Facilities			\$0	\$0	\$0
6g. Telecommunications			\$0	\$0	\$0
6h. Training			\$0	\$0	\$0
6i. IV & V			\$0	\$0	\$0
6j. Contingency (Risk)			\$0	\$0	\$0
6k. User Defined Item 1 (chg name as needed)			\$0	\$0	\$0
6l. User Defined Item 2 (chg name as needed)			\$0	\$0	\$0
6m. User Defined Item 3 (chg name as needed)			\$0	\$0	\$0
6n. User Defined Item 4 (chg name as needed)			\$0	\$0	\$0
6o. User Defined Item 5 (chg name as needed)			\$0	\$0	\$0
7. Revenue		\$0	\$0	\$0	\$0

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<b>Incremental Benefits Summary</b>			<b>As Is</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Benefit Type</b>	<b>Benefit Code</b>				
Cost Avoidance (One Time)	CAO		\$0	\$0	\$0
Cost Avoidance (On-Going)	CAA		\$0	\$0	\$0
Hard (Cost) Savings	HCS		\$0	\$0	\$0
Productivity Gains	PRO	NOT MEASURED			
Revenue	REV		\$0	\$0	\$0
Other	OTH	NOT DEFINED			
To Be Assigned	TBA	NOT DEFINED			
<b>Commonwealth of Virginia (CoVA) Net Benefit&gt;&gt;&gt;</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
			<b>CoVA ROI:</b>	<b>N/A</b>	<b>N/A</b>
			<b>Payback:</b>	<b>&gt;4YR</b>	<b>&gt;4YR</b>

<b>Benefits Summary by Cost/Revenue Category</b>							
<b>Option 1</b>							
	<b>Personnel</b>	<b>Facilities</b>	<b>Hardware</b>	<b>Software</b>	<b>Other</b>	<b>Revenue</b>	<b>Total \$</b>
Avoidance-One Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Avoidance-Ongoing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hard Cost Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Productivity Gains	NOT MEASURED						
Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	NOT DEFINED						
To Be Assigned	NOT DEFINED						
<b>Total Benefits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Option 2</b>							
Avoidance-One Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Avoidance-Ongoing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hard Cost Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Productivity Gains	NOT MEASURED						
Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	NOT DEFINED						
To Be Assigned	NOT DEFINED						
<b>Total Benefits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Section 4 -- Solutions Evaluation**

<b>Solution Comparison</b>			
Rate the solutions between 1 and 5 (1 is the lowest rating, 5 is the highest rating)			
<b>Criteria</b>	<b>As Is</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Net Benefit</b>			

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Return on Investment (ROI)	Intangible Weights				
Payback Period					
Easy to use for citizens	0.25				
Low ongoing maintenance	0.25				
Other Intangible Benefit 2	0.25				
Other Intangible Benefit 3	0.25				
		<b>Total Rating</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Intangible Weighting Justification**

Note: Intangible Weight Justification is Not Required

**Selected Solution**

Identify the Selected Solution and provide justification for the selection.

1  
2  
3  
  
4  
5