

**University of Dublin
Trinity College**

Information Systems Services



Project Proposal

Proposer details

Department/School/Faculty
Proposer Name
Role in Department
Submission Date



Proposal detail

	Item	Description
1	Project	
1.1	Proposed Project Title	
1.2	Executive Summary	[What is the project about? A clear description of the project]
2	Authorization	
2.1	Has the project authorization from the Head of your Department or other Senior Officer?	Yes/No [delete as applicable] Please give details (name, post, date, etc.)
3	Funding	
3.1	Have you secured funding from your department for this project? What level of funding has been secured? / Anticipated level of funding available for the project.	Yes/No [delete as applicable] 0-5K 10-15K 20-25K 30-40K 50+K 5-10K 15-20K 25-30K 40-50K 100+K [delete as applicable]
4	Business Case	
4.1	Outline the business need for the project	[This section to contain a clear articulation of the business need in the form of a statement that addresses the problem or opportunity. This statement should be no more than three or four sentences]

	Item	Description
4.2	Drivers for change	E.g. The proposal address a known issue, mitigates an identified risk, is a continuous improvement initiative or is a strategic objective of College
4.3	Description of the project objective(s)	[Identify the key objectives of the project]
4.4	Assumptions	[State any assumptions being made e.g. should the project go ahead then it is assumed that the new system will be rolled out to all departments simultaneously etc]
4.5	Constraints	[State any constraints e.g. statutory requirement which must be in place and verified before academic year commences 2013]
4.6	State the level of impact expected should the project proceed and implications of not proceeding	[State whether the implementation would have an impact at an operational level and/or strategic level and state the impact(s)]
4.7	Timescales	[When must it be completed by?
5	Benefits	
5.1	What benefits are expected/ anticipated?	[List of benefits to be achieved by progressing with the proposal]
5.2	For each benefit - Indicate the expected value (benefit measurement) and how it will be measured?	1. 2. 3.
5.3	For each benefit – Indicate the expected timescale for realisation.	1. 2. 3.
6	Resourcing	
6.1	Are business area resources available to	Yes/No [delete as applicable]

	Item	Description
	work on the project?	
6.2	If yes, please give details	

----- The following sections are for ISS usage only -----

ISS Technical Review	
Date:	
Lead Reviewer	
ISS Group	

1	Options assessed and discussed with the Proposer										
	Option 1:										
	Option 2:										
	Option 3:										
	Recommended Option(indicated reasons for recommendation)										
	Description of the proposed technology and software setup and how it fits in with the current ISS Architecture										
2	Technical Considerations										
	<p>Comment on any of the following that are pertinent to the recommended option;</p> <table> <tr> <td>Physical / Virtual</td> <td>Hardware / Compute required</td> </tr> <tr> <td>Storage (incl Backup)</td> <td>Software (OS, Database, application etc)</td> </tr> <tr> <td>Licensing</td> <td>Security</td> </tr> <tr> <td>Integration</td> <td>High Availability</td> </tr> <tr> <td>Disaster Recovery</td> <td></td> </tr> </table>	Physical / Virtual	Hardware / Compute required	Storage (incl Backup)	Software (OS, Database, application etc)	Licensing	Security	Integration	High Availability	Disaster Recovery	
Physical / Virtual	Hardware / Compute required										
Storage (incl Backup)	Software (OS, Database, application etc)										
Licensing	Security										
Integration	High Availability										
Disaster Recovery											
3	Resource Considerations (Hours/Days/Weeks)										

	Estimate of number and type of resources and/or skills which may be required	
	Networks	
	MIS	
	Systems	
	User Communications Group	
	User Support Group	
	AVMS	
	PACR Group	
	External to TCD	
4	Cost Considerations	
	<p>Staffing</p> <ul style="list-style-type: none"> - internal - external <p>System</p> <ul style="list-style-type: none"> - hardware - software <p>Other</p> <ul style="list-style-type: none"> - training - support - documentation - post implementation support cost 	State funding requirements:
5	Peer Reviewers	Signature
	Networks - <name here>	
	MIS - <name here>	
	Systems - <name here>	
	Support - <name here>	
	Others as appropriate	

Proposal Decision Record

Projects Review Group Meeting			
Date:			
Attendees:			
Observations and Comments:			
Meeting Outcome:	Approve <input type="checkbox"/>	Reject <input type="checkbox"/>	More information required <input type="checkbox"/>
			Final date for receipt of an amended business proposal from business area: <input type="text"/> DD/MM/YY
High Level Start Date	Year and Quarter		

Approved Proposal Sign-off

Project Proposer

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Name

.....
Signature

.../.../...
Date

Proposed Project Sponsor

.....
Name

.....
Signature

.../.../...
Date

IS Project Office Manager

.....
Name

.....
Signature

.../.../...
Date