

INFORMATION SERVICES DIVISION
PROJECT OFFICE

ISD PROJECT PROPOSAL FORM

PROJECT TITLE:		DATE OF PROPOSAL :	
INFORMATION PROVIDER:	<i>Name</i>	<i>Position</i>	

Document Information:

The purpose of a Project Proposal is to convert an idea or policy into the details of a potential project. This document is designed to be the basis of further discussion following the initiation phase, and to provide sufficient definition (including costs and benefits) to enable resources to be committed to the next phase. The Project should be closely aligned to the University's strategic plans/ business objectives, and produced by the responsible officer for approval by senior management.

1 PROJECT BACKGROUND

Provide a brief commentary on the circumstances leading up to the need for the Project, and why the project is being proposed, eg. the business issues to be addressed, strategic opportunity.

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2 PROJECT DESCRIPTION

Provide a short, high-level but 'user-friendly' description of the Project.

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3 PROJECT INFORMATION

Provide a concise summary of Project information that is most important to Management (on behalf of the stakeholders).

Project Justification:		
Project Aim(s):		
Project Objective(s):		
Project Owner(s):		
Business Benefits:	1.	
Estimated Cost:	<i>Phase I: \$</i>	
	<i>Phase II Additional Costs: \$</i>	
Timeframe:	<i>Estimated Start date:</i>	<i>Estimated Finish date:</i>

*File name & path:
Created by:
Create date:*

4 PROJECT DELIVERABLES

Deliverable	Measure of success
1.	
2.	
3.	

Press Tab key after completing Priority cell to create extra lines if needed

5 STAKEHOLDERS

Stakeholder	Importance to Project	Major Focus

Press Tab key after completing Major Focus cell to create extra lines if needed

6 SCOPE, CONSTRAINTS, ASSUMPTIONS

Completion help: Press the Enter key to create a new numbered line within each cell.	
Within Scope	<i>This section should briefly outline activities within the Project scope that can be delivered.</i>
1.	
Outside Scope	<i>Briefly outline activities outside the Project scope which assume someone else will deliver them.</i>
1.	
Constraints	<i>Briefly outline likely constraints placed upon the Project. Include possible cost and/or timeframe restrictions, including completion date.</i>
1.	
Assumptions	<i>Assumptions are circumstances and events that need to occur for the Project to be successful, but are outside the total control of the Project team. The better the outcomes are defined, the less probability of dramatic scope changes or 'scope creep'.</i>
1.	

7 ORGANISATIONAL IMPACT STATEMENT

Project	<i>Detail the commitment required from Faculties, Business Units and ISD in participating in the Project.</i>
Ongoing	<i>Detail the change management impact on all parts of the University as a result of implementing the Project, including responsibility for providing/securing ongoing resource requirements.</i>

8 PROJECT IMPLEMENTATION RISKS

Risk	Risk Level (High/Med/Low)*
1.	

Press Tab key after completing Risk Level to create extra lines if needed

*TIL Priority, Impact & Urgency Table for Risk Assessment

URGENCY	IMPACT		
	High	Medium	Low
High	1	2	3
Medium	2	3	4
Low	3	4	5

Priority Codes: 1 = Critical, 2 = High, 3 = Medium, 4 = Low, 5 = Negotiated

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9 ADDITIONAL INFORMATION

Provide any additional information that may be useful in support of the Project proposal.

10 ATTACHMENTS

List the attachments (if any) relevant to the Project proposal, or provide document names/ file paths, or hyperlinks.

1.

11 QUESTIONS

List any questions that need to be asked or answered.

12 PROJECT APPROVAL

Proposed by:		Date:		Signed:	
<i>Add any signatures that are required for approval to proceed to the next phase</i>					
Approved by:		Date:		Signed:	

Press Tab key in the Signed cell for the Approved by section to create extra lines if needed