**Project Proposal**

**two**

Table of Contents

[1 Project Summary ?](#Toc_V7F00010116E5D9F311102B99)

1.1 Project Description ?

1.2 Statement of Need or Opportunity ?

1.3 Business Objective(s) ?

2 Recommended Solution ?

2.1 Recommendation ?

2.2 Justification ?

3 Project Initiator / Sponsor ?

4 Customers and Final Deliverables ?

4.1 Customers ?

4.2 Final Deliverables ?

5 Project Approach ?

5.1 Phasing ?

5.2 Outsourcing Plans ?

5.3 Interoperability ?

5.4 Overview of Project Timeframe ?

6 Resource Requirements ?

7 Project Risks Overview ?

7.1 Potential Risks / Negative Impacts ?

7.2 Security Considerations ?

8 Project Success Criteria ?

9 Critical Success Factors ?

10 Project Complexity Assessment ?

10.1 Project Complexity Questionnaire ?

10.2 Result of Assessment and Required Deliverables ?

11 Signature Approvals ?

# Project Summary

This section provides a description of the project and the business needs it intends to fulfill. It describe the unmet need, demand for services, or opportunity identified underlying the need for an IT project.

## Project Description

## Statement of Need or Opportunity

## Business Objective(s)

|  |  |
| --- | --- |
| Objective | Alignment with Strategic Initiatives/Business Problems |

# Recommended Solution

This section describes the recommended solution to implement, found and justified by Cost Benefit Analysis. It also states why the preferred option was chosen, with explanation of why the benefits outweigh the costs involved.

## Recommendation

## Justification

# Project Initiator / Sponsor

This section describes the stakeholders of the project. Stakeholders are persons and organization (e.g., customers, sponsors, performing organizations, and the public) actively involved in the project, or whose interests may be affected positively or negatively by execution or completion of the project.

|  |  |  |
| --- | --- | --- |
| Role | Names | Responsibilities |
| Project Initiator |  |  |
| Project Sponsor |  |  |

# Customers and Final Deliverables

This section identifies the person and parties who will benefit from this project including the customers and beneficiaries of the effort.

## Customers

|  |  |  |
| --- | --- | --- |
| Customers/Beneficiary | Needs and Concern |  |

## Final Deliverables

|  |  |  |
| --- | --- | --- |
| Deliverable | Description | Planned Time of Completion |

# Project Approach

This section describes the strategies that enables a project be planned, executed and completed.

## Phasing

## Outsourcing Plans

## Interoperability

## Overview of Project Timeframe

|  |  |  |
| --- | --- | --- |
| Activity | Date | Rationale |

**Key Terms**

* **Rationale**: any supporting reason for the date being what it is – e.g., dependencies on other projects, funding, other requirements

# Resource Requirements

This section identifies the resources (human, physical, other) and skills required to complete this project.

|  |  |
| --- | --- |
| Resource | Description |

# Project Risks Overview

This section describes the risks to which the project will be exposed, the likelihood of each risk occurring and its impact on the project, and the measures to reduce risk and possible contingency plans for limiting damage and recovery. It also provides a brief summary of the impacts and/or concerns related to IT Security.

## Potential Risks / Negative Impacts

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Likelihood | Impact | Mitigation & Contingencies |

## Security Considerations

# Project Success Criteria

# Critical Success Factors

This section lists the Critical success factors (CSFs) of project, which are the factors that must be in place to ensure success of the proposed solution.

|  |  |
| --- | --- |
| Critical Success Factor (CSF) | Description |

# Project Complexity Assessment

There is no one-size-fit-all when it comes to project management. Having a clear understanding of your project’s complexity helps determines what activities and deliverables are required for managing the project.

This section presents the result of Project Complexity Assessment performed in determining the complexity of this project.

## Project Complexity Questionnaire

This section presents the Project Complexity Questionnaire answered in determining the complexity of this project.

|  |  |  |
| --- | --- | --- |
| No. | Project Complexity Question | Answer |
| 1 | What is the estimated total project cost? |  |
| 2 | Have sufficient project funds been budgeted and allocated? |  |
| 3 | How much confidence is there in the expenditure and funding projections? |  |
| 4 | Is funding available for maintenance of the project deliverable after project closure? |  |
| 5 | Is the project sponsor fully resourcing the project? |  |
| 6 | Does this project require resources from other organizations? |  |
| 7 | What is the size of the project team (Full Time Equivalents)? |  |
| 8 | What is the Project Manager’s authority over the project? |  |
| 9 | To what degree are the project team members collocated? |  |
| 10 | Has the project team executed similar projects? |  |
| 11 | What is the level of management commitment? |  |
| 12 | What is the experience and training level of the project manager? |  |
| 13 | What is the project's duration? |  |
| 14 | How much variation in the timeframe can be tolerated? |  |
| 15 | Are there any dependencies and/or inter-related projects? |  |
| 16 | Does the project address externally generated mandates? (Legislative, Executive, or Judicial) |  |
| 17 | How will the failure of the project impact the customers? |  |
| 18 | How politically sensitive is the project? |  |
| 19 | How significant will the business process or activities be impacted? |  |
| 20 | What is the level of change to the business unit? |  |
| 21 | Is the project using proven technology? |  |
| 22 | Is the proposed solution applied in a new, proven, or tried way? |  |
| 23 | What is the anticipated involvement of the end users with system design and testing? |  |
| 24 | What is the anticipated involvement of the end users in the definition of project requirements and scope? |  |
| 25 | Does this project require data conversion? |  |

## Result of Assessment and Required Deliverables

The following table shows the classification of project complexity based on total points.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Basic | Low | Medium | High |
| Points Range | 48 points | Between 49 and 119 points | Between 120 and 203 points | Between 204 and 318 points |

The following table shows the result of project complexity assessment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Summary of complexity factors: | Project Score | Range of Maximum Weight Points Possible | | | |
| **Basic**s | **Low** | **Medium** | **High** |
| Costs, funding, and budget | **0** | 18 | 40 | 62 | 92 |
| Project team attributes and personnel commitment | **0** | 11 | 21 | 42 | 70 |
| Scheduling, dependencies, and duration | **0** | 8 | 16 | 26 | 40 |
| Project impacts | **0** | 4 | 20 | 36 | 60 |
| Novelty of solution | **0** | 5 | 10 | 17 | 24 |
| Degree of end user involvement | **0** | 2 | 8 | 14 | 24 |
| Data Conversion from other sources | **0** | 0 | 4 | 6 | 8 |
| **Total** | **0** | **48** | **119** | **203** | **318** |

Note: The cutoff for medium complexity is greater than the total possible points for “medium-type” individual responses.

# Signature Approvals

|  |  |
| --- | --- |
|  |  |
| Signature | Date |