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| --- |
| UON_ALT_MONO v10  Project Proposal  <Project Name> |

|  |  |  |  |
| --- | --- | --- | --- |
| INITIATION |  | DISCOVERY |  |
| Project Initiation (Minor Projects)  Project Idea Document **Project Proposal** |  | Project Schedule Guideline Business Requirements Business Case |  |
|  |  |  |  |
| **Project Charter** |  |  |  |

**Guidelines for Developing the Project Proposal**

**Document Purpose**

The purpose of the Project Proposal document is to introduce the project and provide initial information regarding the proposed idea/solution.

**Context**

The Project Proposal is produced in the **Initiation Phase**. The **Initiation Phase** focuses on defining the project, along with potential business benefits, with a view to gaining authorisation for the proposal to become an official project.

If the Project Proposal is approved, the project will progress to the **Discovery Phase**, where the following documents may be produced:

* Business Requirements Document
* Business Case

**Resources and Time**

Although the Business Owner is the owner of this document, they will usually assign a Project Manager to complete this document, with assistance from the Project Management Office.

**Output**

The output is a Project Proposal document, which provides a summary and overview information related to a particular business idea, concept or proposed solution.

**Sign Off**

The Project Proposal is to be authorised by the Business Owner.

**Using this template**

* Within the template itself, guidelines and ‘prompts’ have been added (in grey italicised help text) to guide you at each section. This text should be deleted after completion of the section.
* To update the <Project Name> fields, you will need to update the title field in Document Properties (File – Properties), click into the text wherever you see <project name> and press F9.
* To update this Content Table, click into the table, press F9, and select ‘update entire table’.
* This ‘guidelines’ page can also be deleted on completion of this document.

**Guidelines**

* IT Services Team Leaders must be consulted on any technical resource requirement and the resource type. (e.g. Sysadmin Win, Sysadmin UNIX, Peoplesoft).
* Estimates of any development timeframe should also be done in consultation with IT Services.
* Cost estimations should include an estimate of 4 weeks post production managed support. This should cover Project Manager, Business Analyst and any other resource costs. Typically the post production period is to iron out teething problems post go live, and the PM time should be at least 1 day per week for 4 weeks.
* Cost estimates for on-going support of the service or application must also be factored in to costs. These costs relate to any **new** resource technical or business that will be required once the application is in operational support. (e.g. Business support specialist, System administrator).
* Cost estimates for IT Development staff should be based on contract rates.
* Cost estimates for Business Resources should be based on a backfill of the position.
* Rates for PMs and BAs should be based at the maximum Hew 9 and Hew 8 respectively.
* Please ensure that the scope of the project is clear and explicit.

**Document Control**

|  |  |
| --- | --- |
| **Version:** |  |
| **Date:** |  |
| **Status:** |  |
| **Confidentiality:** |  |
| **EPMM Version:** | 5.0 |

**Document change control:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version #** | **Change Description** | **Date** | **Author** |
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**Business Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACCEPTED: |  |  | DATE: | / / |
| Project Sponsor | | | | |
| ACCEPTED |  |  | DATE: | / / |
| Business Owner | | | | |

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**Project Overview**

# Project Details

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | | |
| Date: |  | | |
| Project Sponsor: |  | | |
| Business Owner: |  | | |
| Project Manager: |  | | |
| Stakeholders: |  | | |
| Category:  (Double click required box & select ‘checked’) |  | Major :  Medium : | Duration > 3 Months OR Cost > $100K  Duration 1 -3 Months OR Cost $50K- $100K |
| Mandatory Requirement:  (Legal, Audit, Other) |  | | |

# Project Purpose & Objectives ( Short Description)

Briefly describe why the project is being proposed and what is hoped to be achieved by undertaking this project. E.g. identify business issues which will be addressed, strategic opportunity, audit or legal requirement.

|  |
| --- |
| This project aims to… |

# Project Scope

Briefly list the proposed “in-scope” boundaries of the project and functionality delivered e.g. a new university-wide service, pilot project at a single campus etc.

|  |
| --- |
| Inclusions (List in-scope items) |
|  |

Briefly list the proposed “out-of-scope” boundaries of the project and functionality eg. Service will exclude student access, will not include a specific campus etc.

|  |
| --- |
| Exclusions (List out-of-scope Items) |
|  |

Project Justification

# Project Benefits

A summary of expected benefits. Provide a brief statement on how each benefit will be achieved. There needs to be enough information provided to allow a ranking of this project against other proposed projects.

|  |  |
| --- | --- |
| Project Benefit | Benefit Realisation |
|  |  |
|  |  |
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# CRITICAL success factors

List the key deliverables for this project and describe the basis on which this project will be measured as “successful” from a business perspective.

Deliverables are tangible components that must be delivered during the project. They may be linked to milestone payments or documents/reports to be delivered as outputs of the project.

|  |  |
| --- | --- |
| Deliverable | Success Criteria |
| Eg. Simplified web site for Academic division | All information to be accessed in ≤ 3 clicks |
| <Deliverable 1> |  |
| <Deliverable 1> |  |
|  |  |
|  |  |

Briefly list any items that will result in Revenue Generation or a Cost Saving Benefits to the University below.

|  |  |  |
| --- | --- | --- |
| Description | Revenue Generation  ($ per annum ) | Cost Saving  ($ per annum) |
| <Benefit 1> | Year 1: $  Year 2: $  Year 3: $ | Year 1: $  Year 2: $  Year 3: $ |
| <Benefit 2> | Year 1: $  Year 2: $  Year 3: $ | Year 1: $  Year 2: $  Year 3: $ |

# Alignment to University Strategic Plan / Operational Plan

Identify where this project aligns with the Strategic or Operational plan for your Division.

|  |  |
| --- | --- |
| Initiative | Description of how this project aligns with Strategic/ Operational Plan |
|  |  |
|  |  |
|  |  |
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# Alignment to university Policy

[Policy Library](http://search.newcastle.edu.au/policy/?query=)

e.g. Strategic Assets Master Plan   
IT Architecture

# Alternative Solutions

List any alternative solutions identified e.g. manual workaround, change in process or existing systems that have been discounted prior to initiating this project proposal, lease v. buy.

|  |  |  |
| --- | --- | --- |
| Option | Description | Rejection Reason |
| Option 1 |  |  |
| Option 2 |  |  |
| Option 3 |  |  |
| Option 4 |  |  |

Project Details

# Project Timeline and Resources

Please identify the high level timeline to complete the Project.

|  |  |  |  |
| --- | --- | --- | --- |
| Phase Name | Estimated Duration (Weeks, Months) | Estimated Completion Date | Resources required. e.g. Business Analyst, Web developer, consultant engineer, design engineer |
| Initiation |  |  |  |
| Discovery |  |  |  |
| Planning |  |  |  |
| Delivery |  |  |  |
| Deploy and Handover |  |  |  |
| Close |  |  |  |

# Project Dependencies

List other projects / existing systems / 3rd parties that have a relationship to this project. In particular note any dependencies this project has with other proposed projects.

|  |  |
| --- | --- |
| Project / System / 3rd Party | Dependency e.g. Decommission |
|  |  |
|  |  |
|  |  |

# Project constraints

List any constraints identified. These may be in the form of budget, timeframe or available resources.

|  |  |
| --- | --- |
| Constraint | Comment |
|  |  |
|  |  |
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# ASSUMPTIONS

What is assumed for the successful delivery of this project e.g. when simplifying the Academic website it is assumed that no content updates will be made until the project is completed.

|  |  |
| --- | --- |
| Description | Notes/Comments |
|  |  |
|  |  |

# Project Source of Funding

Please identify the source of funding applicable to this project

|  |  |  |
| --- | --- | --- |
| Source Of Funding | Yes/ No | Comment |
| Project Capital Expenditure |  |  |
| Project Operating Expenditure |  |  |
| IT Operating Expenditure |  |  |
| Other Funding Source. e.g. research grants |  |  |

# Project cost

# On-Going Costs Post Production



# Project Risk Profile Analysis

Please double-click on the attached spreadsheet and complete the project risk profile.

The drop down boxes under Category, Likelihood, Consequence and Mitigation Strategy are **mandatory**.

The Category identifies:

**Project Not Approved**

1. The Risks associated with the project proposal not gaining approval

**Risks associated with project**

1. The Risks associated with the actual project implementation e.g. in terms of cost , over-run on time or budget, process changes, commitment from stakeholders, dependencies on other projects etc

