# General Information

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| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Project End Date:** |  |

# Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 4/28/11 | 1. Template version |
| 01 |  | 1. Initial project version |

*The purpose of the Solution Delivery Proposal is to summarize the work done in the Proposal Phase. It also allows the Steering Committee to evaluate the options that were explored and come to a decision about the project direction through the Execution, Validation and Close phases. It contains a summary of the business requirements that should have already been reviewed and approved, the technology solution worked through with GI, GA, GITP, etc., and approved funding Capital Appropriation Request.*

*The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project.*

* Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.

# Background

*[Briefly described the project goals and objectives, focus on the decision processes used to develop the recommendations presented in this document. Highlight any significant challenges that were overcome in the Proposal Phase.]*

# Project Options

*[Describe the options considered but not chosen to meet the business requirements of the project, including the pros and cons of each. This should include relative costs, how the requirements would be met, resources required for each, and relative comparison of duration of the Execution Phases for each option. Highlight the main reasons why each option was not chosen as the preferred option.]*

# Solution Scope

*[Focus on the recommended solution for the project and how goals, objectives and high level requirements are to be met. This section should be clear as to the reasons why it is the preferred direction of the project. Include requirements that may not be fully satisfied by the recommended option and how those requirements may need to be addressed.]*

# Project Considerations

## Assumptions

*[List all assumptions made when determining cost, scope dependencies, deliverables, etc. for the preferred option – what is the project team assuming in order to have a successful project.]*

## Constraints

*[List the constraints made for successful implementation of the preferred solution that are introduced because of the preferred option. It is not necessary to list constraints that were previously defined in the project. Consider constraints regarding technology, dates, resources, budgetary, or regulartory.]*

## Issues

*[List the constraints made for successful implementation of the preferred solution that are introduced because of the preferred option. It is not necessary to list constraints that were previously defined in the project. Consider constraints regarding technology, dates, resources, budgetary, or regulartory.]*

## Risks

*[List all high level risks that may be introduced because of the recommended solution and the mitigating strategies needed to be put in place.]*

# Solution Diagram/Concept Architecture

*[Include in this section a summary of the technology solution/architecture to be used by the preferred solution. This can include diagrams and figures from the Hosting Services Agreement or other sources to give an overview of the environment in which the solution will be deployed.]*

# Delivery Strategy

## Approach

*[Define any changes to the overall project approach, including SDLC approach (waterfall/iterative).]*

## Cost

*[Define any changes to the overall project costs that have changed from the original Project Charter. At this point, the costs of the project should be more fully defined and included in a Project Budget. This budget should be summarized here and include explanations of major variances from the original costs estimate from the Project Charter.]*

## Timeline

*[Given the preferred solution, list the high level milestones or timeline for the remainder of the project.]*

# Next Steps

*[Define the steps necessary to complete the transition to the Execute Phase of the project which may include securing resources, establishing team work areas, procuring hardware or software, and other tasks necessary to ramp the project up to start delivering on the requirements. This should remain at a high level with the details found in the project schedule.]*