**Project Proposal Template**

**Document Guidelines**

The Project Proposal is intended to provide relevant information to determine the strategic merit of a new initiative and is the initial step in the CCS Project Management Methodology. This template outlines the content and format of project proposals to be used for all information systems projects. *The* [*Project Management Office*](http://www.carleton.ca/ccs/project-office) *is your resource for completing this document.*

Any project matching one or more of the following criteria requires a Project Proposal:

* *Funding is needed for the project (fiscal or base)*
* *Project resources will require greater than 20 person days of effort*
* *Project has an impact on another department (either from the deliverables of the project or for project resourcing)*
* *Project sponsor determines that strategic visibility for the initiative is necessary*

Depending on the project scope, this document will be reviewed by either the CIO or the Information Systems Steering Committee for approval. As a result, the completion of all sections of this document with sufficient information is necessary to facilitate that decision. Upon completion, submit this document to the [*Project Management Office*](http://www.carleton.ca/ccs/project-office)**.**

**Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.**

**Project Proposal**

**To be submitted to the Project Management Office**

|  |  |  |
| --- | --- | --- |
| **Project Name** | [Enter name of project] | |
| **Project Sponsor** | [Name], [Position], [Department] | |
| **Author(s)** | [Name], [Position], [Department] | |
| **Priority** | [Mandatory, High, Medium or Low] | |
| **Date:** | [yyyy-mm-dd] | |
| **Presentation to Computing Committee**  *(minimum of one Committee)* | | |
| **Name of Committee** | | **Date of Presentation** |
| Administrative Computing Committee | | [yyyy-mm-dd] |
| Teaching and Learning Computing Committee | | [yyyy-mm-dd] |
| Research Computing Committee | | [yyyy-mm-dd] |

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**Project Description**

Provide a brief description of the outcome or deliverables of the project.

[The goal of this project is to…]

**Purpose**

Describe the opportunity or problem that this project will address. Identify the key needs that the project is designed to meet and include any background material on the reasons why the project needs have arisen.

[Enter Purpose here…]

**Strategic Alignment**

Describe how the outcomes of this project will support the university or departmental strategic plans, such as referencing Carleton University’s [Strategic Integrated Plan](http://www.carleton.ca/sip) and the [IT Strategic Plan](http://www.carleton.ca/itstrategy/wp-content/uploads/CU-IT-Strategy.pdf).

[Enter section here…]

**Project Budget (Estimated)**

Identify the estimated total costs that may be incurred as a result of this project and that you are requesting to be covered by the Information Systems Steering Committee/CIO (fiscal) or by the sponsoring department (base).

[Provide short description here…]

|  |  |
| --- | --- |
| **Total Fiscal Funding (one-time)** | **Annual Base Funding (recurring)** |
| $ 0 | $ 0 |

**Risks**

Briefly describe the risk and consequences of *not* pursuing this project.

[Enter section here…]

**Other Applicable Information**

Provide any other applicable information that is not already identified in the sections above. This may include the project considerations and approach, other institutional activities that are aligned with this initiative, system integration requirements or timing.

[Enter section here…]

**For Project Management Office Use Only**

|  |  |
| --- | --- |
| **Approval Date** | [Date] |
| **Ranking** | [Rank] |
| **Comments/Notes** | [Notable comments from ISSC/CIO] |
| **PMO Review** | [Date] |
| **Computing Cmtee Review** | [ACC, TLCC, RCC, Date] |