##### Project Proposal Form Template

##### *Before completing this template please note:*

* *Text in blue italics is explanatory and must be deleted in completed documents.*
* *This template forms part of the Information Technology (IT) project approval process and should be completed for any new IT Project being proposed. The IT Project approval process is shown in the diagram on the last page. It has been created by the Programme Management and Quality (PMQ) Office in the Information and Library Services Division at the University of Greenwich.*
* *This template should be completed by the individual or organisational unit proposing the project. The Programme Management and Quality Office can help to develop the required content, assist with completion and submission of the template and provide advice and guidance on how to follow the IT project approval process.*
* *Please remember to fill in the information on the footer – project code, version and date.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Project title** |  | | | | | |
| **Project code** | ***ILS*** *[No. assigned by PMQ office]* | | **Project Sponsor**  **Project Manager** | | [refer to roles on PMQ website] | |
| **Project start date** |  | | **Project end date** | |  | |
| **Brief Project Description:** | * *What are you asking the IT Project Board to approve and fund?* * *What are the key benefits to the University and how does this project support the 2012-17 Strategic Plan?* * *Include one or two sentences to summarise the anticipated total cost (staff and non-staff costs) and if relevant, any contractral arrangements with third party suppliers.* | | | | | |
| **Proposed Steering Group** | *Representing the key stakeholders (suppliers and users). Note: a representative from each team listed in this section should receive a copy of the Proposal before it is submitted to the IT Project Board. This ensures that project team members/stakeholders are aware of their time commitment from the outset and can agree to the resource requirement or highlight potential resourcing issues.* | | | | | |
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| **Development Team** | Name | *Email* | | *Mobile* | | *Designation* |
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| **Sign offs** *from Sponsor, any other major resource supplier, IT Programme & Quality Office* | Name |  | |  | |  |
| Signature |  | |  | |  |
| Date |  | |  | |  |