# Technology Project Budget Request Form

**Please complete and submit by October 9, 2014**

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| **Prepared by:** |  |  |
| **Project Name:** |  |  |
| **Scope of Project:** | *Give brief overview of the system to be built. Include purpose and high-level description. Describe what area will be covered, and which clients will be involved.* |  |
| **Background:** | *Description of the current system or situation, and its drawbacks or limitations. This leads into the reasons for the proposal and the general approach to improvement. Discuss the nature of the planned changes and a justification for them.* |  |
| **Concept for the Proposal:** | *List and describe all alternatives examined. The evaluation and assessment of each. This leads into the justification for the selected approach. Are there policies to adhere to? Are there constraints? What are the roles and responsibilities of the stakeholders? Describe the proposed solution. What goals and objectives it will meet.* |  |
| **Summary of Impacts:** | *This is an analysis of the proposed system and the impacts on each of the stakeholders, from the viewpoint of each stakeholder, so they can understand and validate how the proposed system will impact their operations/or the University.* ***Include*** *operational, organizational impact and impacts during development.* |  |
| **Funding Required:** | *Dollar Amount ($)* |  |
| **Funding Model:** | *Is this a joint request with an external division? Are there sponsors, etc?* |  |
| **Timeline for Implementation:** | *Major milestones, project start and end dates, what budget cycle(s) the funding will cover.* |  |
| **Reference Documents:** |  | *Attach any relevant supporting documentation with your submission.*  ***Examples:*** *Resource requirements, infrastructure diagrams, any documentation of current operations.* |