

Information Technology Project Proposal

Project Title: Enter the project title.	
Executive Project Rank, 1 to #, with 1 being the Project with the highest priority. (Note: there should be only a single #1, #2, etc.)	Rank:
Prepared By: Enter the name of the person completing the proposal.	Date: 5/4/2020
Problem/Opportunity: <ul style="list-style-type: none"> ▪ Briefly summarize the problem or opportunity you propose to address. Write this in terms of the organizational problem being addressed, not in terms of the solution needed. <p><i>Example: Students cannot see their current graduation requirements on the MySacState portal, to assist with planning timely graduation.</i></p>	
Link to Strategic Planning and Mandates <ul style="list-style-type: none"> ▪ Is this problem/opportunity related to current university strategic goals? Which one(s) and which Goal Strategies? ▪ If not directly related to strategic goals, is this a 'foundation project' essential to support or implement a strategic goal? ▪ Is the project required by Law or mandated by the Chancellor's Office or campus? <p><i>Example: Related to Goal 1, Enhance Student Success, support advising.</i></p>	
Project Type <ul style="list-style-type: none"> ▪ Is this project a "Run" project – (i.e. Maintains or upgrades existing IT systems and processes with no significant change; focus is on reliability, stability, and effective operations.) ▪ Is this project a "Grow/Change" project – (i.e. Adds significant new capacity or capability that responds to changing user needs; for example, mobile use on smart-phones added to a traditional system). ▪ Is this a "Transformative" project – i.e. a project that opens up a completely new and innovative way of accomplishing the university's strategic <p><i>Example: This is a Grow/Change project that adds capability to address students' changing advising needs.</i></p>	
Main Goal Statement <ul style="list-style-type: none"> ▪ This section defines the one central outcome that gives purpose and direction to the project. It is what you intend to do to accomplish to address the problem or opportunity identified above. <p><i>Example: Complete current graduation requirements will be available to all students with senior status on the home page of the MySacState portal.</i></p>	
Objective(s) <p>Objectives are specific, measurable, and timed outcomes of the project that are stated in terms of the problem solutions or opportunities users will experience.</p> <p><i>Example All students with more than 90 credit hours will be able to see the following in their individualized MySacState portal no later than August 15th: 1) A complete list of graduation requirements; 2) links to advising resources to meet those requirements. Utilization of the portal information will be measured by web analytics.</i></p>	
Project Leadership <ul style="list-style-type: none"> • Executive Sponsor (VP level): Frederika Harmsen – Project approval and prioritization • Project Sponsor (AVP/Director): • Project Manager/lead: Joanne Smith – determines requirements, brings in appropriate resources (faculty, students, Service Learning Staff) oversees review, testing, and training. 	
Project Steps <p>Clearly state the major steps necessary to complete the project goals and objectives, with a focus on the non-IT planning steps required. List steps sequentially, with responsible parties noted.</p> <p><i>Example: 1) Define criteria for selecting students eligible for graduation – Registrar</i> <i>2) Define list of graduation requirements to be listed – Academic Affairs</i> <i>3) Complete data extraction programming – Data Services</i> <i>4) Complete programming of MySacState graduation channel – Web Services</i> <i>5) Test - All</i></p>	