

Business Case / Project Proposal

Project information

Project Identifier		
Project Title		
Date of submission		
Proposed by	Project Lead:	
	Contact Person:	
	E-mail address/phone:	
Authority responsible (Project Advisor)		

1. **Background**
2. **Business Requirements**
3. **Project Scope**
4. **Project Objectives**
5. **Benefits**
6. **Impact Statement**
7. **Constraints**
8. **Stakeholders and Related Initiatives**
9. **Potential Solution Options**
10. **Recommended Options**
11. **Project Approach**
12. **Deliverables**
13. **Staff Resources Required**
14. **Cost Estimate and Sources of Funding**

Estimated Project Costings						
Category	Type	Total (days of effort or \$)	Funding Source			
			Project	ICT	<other>	<other>
Project Staff						

Other Staff						
Equipment						
Hardware						
Software						
External Consulting						
Travel						
Training						
Contingency						
Totals						

Estimated Ongoing Costs (after the project)					
Category	Type	Funding Source	Annual Costs \$		
			Year 1	Year 2	Year 3
Operations and Maintenance Staff					
Other Staff					
Equipment					
Hardware					
Software					
External Consulting					
Travel					
Training					
Contingency					
Other					
Total Ongoing Costs					

15. Project Risks**16. Project Governance and Management Arrangements****17. Project Roles****18. Project Schedule and Milestones****19. Ongoing Support Arrangements****20. Interdependencies and Interfaces****21. Quality Management**

22. Recommendation

References:

A.

Attachments

- A. Initial Project Evaluation
- B. Project Assessment

Initial Project Evaluation		
Criterion	Rating	Reasons / Notes
Executive and Management 10 – Very strong support and commitment from multiple Executives and Senior Managers 9 – Very strong support and commitment from one Executive or Senior Manager 6 – Significant evidence of overall support 3 – No evidence of support 0 – Strong objections from some Executives or Managers and no strong support		
Project Approach 10 – Well developed project approach with clearly identified roles and responsibilities 5 – Reasonable project approach 0 – Unclear or poorly specified approach		
Risk to the project 10 – Risk analysis shows no apparent risk to the project 8 – Clearly manageable risk 5 – Some risk with reasonable risk mitigation in place 2 – High risk and/or poor risk management 0 – No risk analysis performed		
Aligned with a Strategic goal 10 – directly aligned 6 – some alignment 3 – unrelated 0 – contradicts a strategic goal		
Supports the mission of the client 10 – directly supports 8 – indirect but significant support 6 – some support 3 – unrelated 0 – hinders the Academic Program		
Service improvement 10 - significant 6 – some 3 - none 0 –decreased service		

Initial Project Evaluation		
Criterion	Rating	Reasons / Notes
Impact – number of affected individuals 10 – all staff and students 8 – all staff or all students or all external clients 6 – all staff or students in one division 4 – one school or section or a significant number of internal or external clients 2 – less than 20 individuals 0 – less than 5 individuals		
Staff productivity increase 10 - significant 6 – some 3 - none 0 –decreased productivity		
Imperative that makes this project a necessity 10 – clearly identified imperative or very high risk of not proceeding 5 – medium risk of no proceeding 3 – no risk and no obligation to go ahead 0 – some risk if we do proceed with the project		
Projected income increases or savings over the next 3 years 10 – more than \$1,000,000 8 –\$500,000 6 - \$100,000 4 - \$50,000 2 – less than \$10,000 0 – at a cost to the organization		

Project Assessment

General Assessment Considerations	Yes	Notes, Comments or Recommendations
The project complies with the Enterprise Architecture and Investment Principles	<input type="checkbox"/>	
The project approach is viable	<input type="checkbox"/>	
The technical solution is viable and preferable to available alternatives	<input type="checkbox"/>	
Technical risks and issues have been considered and discussed with business area	<input type="checkbox"/>	
The project timeline is viable (e.g. resource availability)	<input type="checkbox"/>	

ICT Solution Assessment	
Considerations	Notes, Comments or Recommendations
Interfaces with other systems	
Reuse/adaptation of existing software/hardware	
Internal development	
External development	
Product purchase	
Other	

Security Assessment	
Security Requirements	Notes, Comments or Recommendations

Resources Assessment	
Resource Requirements	Notes, Comments or Recommendations