# Project Proposal

## Requester

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Request Background

**Project Scope:**

**Project Description:**
- History
- Purpose
- Objectives
- Steps
- Alternatives Considered

| Number of students impacted by this project and frequency of impact felt? (daily, weekly, other) |
| Relevance to Technology Fee Guidelines |
| Relevance to University Strategic Plan |
| Known Dependencies (other projects that impact this project or that this project impacts) |
| Post-Project Assessment Criteria |

## Request Analysis

- Estimated Costs
- Plan for continuing funding
- Requested Timeline
- Estimated People Hours
- Review MTS and OIT if needed
- Review by Facilities if needed

## Approval Signatures

<table>
<thead>
<tr>
<th>Principle Contact:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Advisor:</td>
<td></td>
</tr>
<tr>
<td>Department Chair/Director:</td>
<td></td>
</tr>
<tr>
<td>Dean/Vice Chancellor</td>
<td></td>
</tr>
</tbody>
</table>
Project Overview Instructions:
The following instructions should be used to guide the requester as the requester completes the project overview form. Please note that this request is not a request for money.

- **Scope (under 100 words):** Scope involves getting information required to start a project, and the features the product would have that would meet its stakeholder’s requirements.

- **Description (no more than 2 pages single spaced):** Introduce your project, state the name, purpose and objectives of the project. Provide a summary of it in terms of the various steps of the project, what you want the outcome to look like, and what you want to achieve upon completion.

- **Number of Students Impacted:** List the individuals or University areas (i.e. the who) impacted by the proposed solution and list the frequency the users will experience technology change – daily, weekly, monthly, quarterly or annual are common responses the frequency that impact will be felt.

- **Relevance to Technology Fee Guidelines:** Describe how this project meets the STF guidelines.

- **Relevance to University Strategic Plan:** Describe how this project meets the strategic plan of the University.

- **Known Dependencies.** List other projects that are contingent upon the completion of this project or other projects that must be completed before this project.

- **Post-Project Assessment:** How will the requester assess the success of the project.

- **Estimated Costs.** Provide all costs including software, hardware, maintenance fees, external resources, internal resources, and other costs incurred due to this project. Consult with OIT or MTS if needed to collect appropriate cost estimates.

- **Plan for Continuing Funding.** Provide any plan you have for funding beyond the initial funding by STF.

- **Requested Timeline.** Identify the start and end dates for the project. This is not a guarantee these dates can be met. This information will be used to analyze the availability of resources for the project.

- **Estimated People Hours.** List the types of internal staff that will be required to complete the project and the amount of hours each will be expected to provide to the project.

- **Project Review:** For projects needing any amount of site preparation or space alterations:
  1. Email a draft proposal to Facilities Management and Maintenance.
  2. Staff from Facilities will visit the site, confer with the applicant(s), and prepare a site impact statement and associated cost.
  3. Facilities Management will send their report for your proposed project to you at least two weeks before the final proposal due date.

- **Approval Signatures:** Signatures will vary, depending on whether applicant is a student, faculty member, or staff.
- **Faculty/Staff Advisor:**
  Signifies that all resource and program issues have been addressed.

- **Department Chair/Director:**
  Required for proposals from a specific department. Signifies that the department can support the project as submitted.

- **College Dean or Vice Chancellor:**
  Signifies that the College or organizational unit can support the program as described.