**[Insert Project Name]**

**Project Proposal**

Note. This template should be used for ICT projects that will be submitted to the University ICT Governance Committee (UICT) for funding approval, in line with the UICT Funding Guidelines.

This project proposal documents the requirements for the delivery of the [insert project name].

***Please note:*** *all text highlighted in grey has been developed to assist in preparing a Project Proposal. Please delete this text once the required information has been incorporated into the document.*

Document Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Amendment** | **Distribution** |
|  |  |  |  |  |

Document Approval

**Supported by:**

All proposed ICT projects must have signoff from the Director, Information Technology Services, as either supporting or approving the project.

**……………………………………………………………………..** Date: **……………………**

(Insert Business Owner)

**……………………………………………………………………..** Date: **……………………**

(Insert Business Owner)

**Approved by:**

**……………………………………………………………………..** Date: **……………………**

(Insert Senior Responsible Officer/Project Sponsor)

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*Once this template has been completed, right click to ‘update fields’ to finalise the Table of Contents.*

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# Contact Details

*[Person to contact for further information in relation to the proposed project]*

|  |  |
| --- | --- |
| **Name:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |

# Background

*[Provide background information relevant to the proposed project]*

# Problem Statement

*[Detail the problems and the causes that have necessitated the proposed project]*

| **Problem** | **Cause** |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Strategic Fit

This section must be completed in conjunction with ITS and final scores must be agreed on.

|  |  |
| --- | --- |
| **Priority** | **Score and Supporting Comments** |
| Strategic alignment (20%)  How well does the IT investment strategy align with the long-term goals of the business? | Score: /20 |
| Statutory obligations (20%)  Is the project or activity required to meet regulatory or legal obligations of the University? | Score: /20 |
| Direct payback (20%)  What benefits does the initiative have in terms of immediate and ongoing cost savings, increased access to information or other financial benefits? | Score: /20 |
| Technical architecture (15%)  How scalable, resilient and simple to integrate with existing technologies are the databases, operating systems, applications and networks that would be implemented? | Score: /15 |
| Risk (15%)  What is the risk of not running the proposed project to the organisation? (15 – extreme risk, 10 – high risk, 5 – medium risk, 0, low risk) | Score: /15 |
| Business process impact (10%)  Will this project improve or streamline current business processes? (10 – significant improvement, 0 – minimal improvement) | Score: /10 |
| **Total Score: /100** | |

# Program or Standalone

Part of a Program of Works  or Standalone Project

*[Provide a brief explanation of whether the proposed activity is part of a Program of Works or is a standalone project]*

# Options

Option 1  Option 2  Option 3

*[Outline the analysis for each option, then indicate the preferred option and its justification]*

# Expected Benefits

*[Outline the expected benefits of the proposed project]*

| **Benefit** | **Review Date** |
| --- | --- |
|  |  |
|  |  |

# Objectives

*[Outline what the project will deliver in terms of business outcomes and tangible products]*

|  |  |  |
| --- | --- | --- |
| **Project Objective:** |  | |
| **Target Business Outcomes** | | **Required Outputs (Deliverables)** |
|  | |  |
|  | |  |

# Dependencies

*[Identify dependencies that will affect the delivery of the proposed project]*

# Assumptions

*[Identify what will be assumed for the project to be successful]*

# Timescale

A preferred timescale should be indicated here, however, the project schedule will ultimately be determined by ITS and the appropriate approval Committee.

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned Start Date:** |  | **Planned End Date:** |  |

**Estimated timeline for benefits realisation:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ≤  3 months | 3-6 months | 6- 6-12 months | 1-2 years | 2+ years |

# Milestones

*[Identify major project milestones and the date that they are expected to be delivered]*

***Major milestones***

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
|  | | |
|  |  |  |
|  |  |  |

# Costs

*[Provide a summary of project costs, ensuring that the budget management template, provided at Appendix A, has been completed]*

***Estimated cost breakdown***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Q Funding** | **R Funding** | **Other Funding** | **TOTAL** |
| Implementation costs | $ | $ | $ | $ |
| Ongoing costs – year 1 | $ | $ | $ | $ |
| Ongoing costs – year 2 | $ | $ | $ | $ |
| **TOTAL** | **$** | **$** | **$** | **$** |

***Total funding required***

|  |  |
| --- | --- |
| **Total Funding Required** | **Total Amount** |
| UICT funding (Q) | $ |
| Recurrent funding (R) | $ |
| Other funding | $ |
| **TOTAL** | **$** |

# Risks

*[Identify any key risks to the project]*

| **Risk ID** | **Risk Event** | **Risk rating** | **Risk Response Type** | **Risk Treatment Plan** |
| --- | --- | --- | --- | --- |
| 1.0 |  |  |  |  |
| 2.0 |  |  |  |  |
| 3.0 |  |  |  |  |

Appendix A – Budget Management Template

(<https://services.anu.edu.au/planning-governance/project-management/project-management-framework>)