

Project Name: _____

Date of Submission: _____

Project Requestor's Contact Information	
Name	
Email Address	
Department Name	
Your Department Head's Contact Information	
Name	
Email Address	
Department Name	
Your Vice President's Contact Information	
Name	
Email Address	
VP's SIGNATURE	Email submission of this IT Project Request Form from the VP directly will be accepted in lieu of a physical signature.
ITS Liaison (if applicable)	Did anyone in ITS help you prepare this form? If so, who?

Current Situation	Provide a synopsis of what the current situation is and what is likely to happen if the current situation is maintained.
Business and/or Academic Need, Problem or Opportunity Statement	Provide a short description of the need, problem or opportunity that the project is trying to address. Describe the processes and services to be defined and/or supported by this project. Examples of general problems/opportunities are: compliance with a regulatory/legal issue (identify the regulation and explain how your proposal supports it); automation of a manual function; operational improvement; enhanced service offering; improved student learning, etc.

Connection to New York Tech's Strategic Action Plan	Does the proposal support the New York Tech's Strategic Action Plan? If so, how? Does it clearly elevate New York Tech's reputation and/or enhance New York Tech's resource base (either by improving revenue or decreasing costs)? If so, how? Does it support documented goals and objectives at the departmental level? If so, how?
Assumptions & Constraints	Describe any known assumptions and/or constraints about resource availability, budget, schedules, technologies, etc., that are pertinent to the work being proposed.
Sponsor's Responsibility	What role will the project sponsor's unit have in selecting/implementing the project and maintaining the solution once project implementation is complete?
Key Stakeholder Roles and Responsibilities	Who are the key people/departments that would need to be involved in the project and in what capacity (e.g., RACI – responsible, accountable, consulted, informed)?
Process Change	Describe any analysis and/or re-engineering of established policies and procedures that might be impacted by this project, including any personnel/work assignment changes that might be required, in your department or elsewhere on campus.
Benefits/Desired Outcomes	Describe the expected benefits this project will deliver when completed. How will success of the project be measured and/or demonstrated? Where applicable, describe how the project will increase revenue, reduce costs, increase efficiency, improve functionality/service, reduce risk, etc.
Potential Options	Are you aware of any potential solutions to address the need, problem, or opportunity described above? Are you aware of other departments or other universities who are addressing a similar challenge? Are you aware of vendors that provide the required capabilities? If so, please provide whatever information you have.
Timetable, Deadlines, Consequences	Is there a specific "window of opportunity" for implementation? Are there regulatory or other types of deadlines we should be aware of? If the project is approved, is there a desired timetable for implementation? What would be the consequences of not implementing the project in the desired timeframe? Or at all?
Key Beneficiaries	Who are the campus constituencies that will most likely benefit from this project if implemented? And in what tangible way?
Resource Interdependencies	Are you aware of any interdependencies with other projects, people/groups, systems, building infrastructure needs, other resources (internal or external to the university)?
Cost Estimates	If known, what are the expected resources required (time, talent and dollars) to achieve the desired outcomes? Where would they come from?
Ongoing Support Requirements	If known, what are the expected resources required (time, talent and dollars) to maintain the proposed solution? Where would they come from? Who will be responsible for the project post-implementation? Does the sponsoring department have the technical expertise and capacity to use and maintain the system they are proposing? If no, how do they plan to get it?
Additional information about the proposed project:	