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| --- |
| Project Justification Summary |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | **Project Start Date:** |  |
| **Project Sponsor:** |  | **Project End Date:** |  |
| **Project Manager:** |  |  |  |

**Document Change Control**

The following is the document control for the revisions to this document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
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|  |  |  |  |
|  |  |  |  |

**Definition**

The following are definitions of terms, abbreviations and acronyms used in this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
|  |  |
|  |  |
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# Executive Summary

Summarize each of the sections in this document concisely by outlining the:

* Problem or opportunity
* Recommended Solution
* Expected Total Cost of Ownership and Return on Investment

# Business Need

Outline the fundamental business problem or opportunity that the resulting project will directly address. Delete unused section.

**Business Problem**

Provide a summary of the core business problem, including:

* A generic description of the core issue to hand
* The reasons why the problem exists
* The elements which create it (e.g. human, process, technology)
* The impact it is having on the business (e.g. financial, cultural, operational)
* The timeframes within which it must be resolved. ©

**Business Opportunity**

Outline the business opportunity that has been identified, including:

* A summary of the generic opportunity
* Any supporting evidence to prove that the opportunity is real
* A timeframe within which the opportunity will likely exist
* The positive impact that realization of the opportunity will have on the business.

# Project Type

Select the project type that best describes the endeavor you are recommending undertaking.

|  |  |  |  |
| --- | --- | --- | --- |
| Select | Type | Description | Example |
|  | Administrative | Facilitates the management of a business process(es) | ITIL Process Improvements |
|  | Compliance | Meets legal, executive mandate, or best practice risk management requirements of internal or external authoritative entities | Meningitis Immunization; Student Email Transition to Office 365 |
|  | Efficiency | Improves the execution, outcome or delivery of a service | Evolution of Change Awareness to Change Management |
|  | Growth | Promotes expansion of opportunity or service offerings | UTA Wireless Network Expansion |
|  | Implementation | Creates or install a new service | Business Intelligence Implementation |
|  | Maintenance | Keeps current system and services operating as expected |  |
|  | Upgrade | Updates existing software or hardware to a higher version or model | CRM 9.0v to 9.1v |

# Investment Type

Select the investment type that best describes this effort.

|  |  |  |
| --- | --- | --- |
| Select | Investment Type | Description |
|  | Strategic  (Highly visible/impactful, strategic leadership focus) | Project of strategic importance to the university overall or where IT plays a key role in enabling technologies underpinning the major business/mission-critical services |
|  | Area Specific | Project impacts a single department |
|  | Customer Shared |  |

# Business Objective

Select the business objective that best describes this effort.

|  |  |  |
| --- | --- | --- |
| Select | Business Objective | Description |
|  | Best in Class Workplace | Implement best practice solutions or strategies |
|  | Customer Loyalty | Promote stakeholder initiatives to promote stronger IT/Campus partnership |
|  | Expand Customer Value | Implement new solutions or enhancements to existing functionality to provide additional services |
|  | System & Data Reliability | Strengthen use or system data or promote the overall integrity of the system’s delivery of service |
|  | Employee Retention |  |

# Recommended Solution

Identify the criteria upon which your recommendation is based. Attached RFP documents if product review included this analysis.

**Benefits**

* Increased revenue
* Reduced expenditure
* Improved efficiency
* Enhanced quality
* Other

# Project Stakeholders

Define the major stakeholders that could be positively or negatively impacted by your project.

# Costs

Identify the criteria upon which your recommendation is based. Attached RFP documents if product review included this analysis.

**Budget Assumptions**

Example: Budget below assumes additional hardware capacity on a 3 year cycle and 3 fully-burdened FTE with $50,000 in non-salary operating expenses.

| **Budget** | **FY 14** | **FY 15** | **FY 16** |
| --- | --- | --- | --- |
| Capital Expenses | 0 | 0 | 0 |
| Operating Expenses | 0 | 0 | 0 |
| Net Budget |  |  |  |

**Appendix**

Additional supporting documents