**Information Technology Project Feasibility Analysis**

# ITS Project Proposal: <title here>

Submission date:

Submitted by:

### Project Sponsor: Required

|  |
| --- |
| *enter data here* |

**Funding Sponsor:** If Known

|  |
| --- |
| *enter data here* |

**Project Owner:** Required

|  |
| --- |
| *enter data here* |

**Additional Stakeholders** (add as many as appropriate):

|  |  |
| --- | --- |
| **Stakeholder Name** | **Stakeholder Function** |
| *enter data here* |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Project Description and Purpose/Goal(s):** (be brief)

|  |
| --- |
| *enter data here* |

Assumptions:

|  |
| --- |
| *enter data here* |

**Strategic Alignment:**

|  |
| --- |
| *enter data here* |

Risk Factors:

|  |
| --- |
| *enter data here* |

Approach: (be brief)

|  |
| --- |
| *enter data here* |

### Scope:

|  |
| --- |
| *enter data here* |

**Data:**

|  |
| --- |
| *enter data here* |

**Timeline / Milestones:**

|  |
| --- |
| *enter data here* |

**Projected Project Cost and Resources:**(outline what you know at this point in time knowing that more research/information may impact this section)

|  |  |  |
| --- | --- | --- |
|  | **Project Needs / Investment** | **Recurring Cost / Maintenance** |
| Staffing Needs (Technical and/or Functional) |  |  |
| Consultants |  |  |
| Training/Documentation |  |  |
| Hardware |  |  |
| Software |  |  |
| Other (Please specify) |  |  |

Are these costs based on fair estimates, rough estimates, or ballpark estimates? .

Fair estimate – This is a very good estimate, 25%-50% off the actual value.

Rough estimate – This estimate is 50%-100% off the actual value.

Ballpark estimate – The estimate would fall 2 to 3 times off the actual value.

**Authorization:**

This must be signed by the Project Sponsor identified above.