Information Technology Project Feasibility Analysis

ITS Project Proposal: <title here>

Submission date:

Submitted by:

Project Sponsor: Required
The project sponsor commissions others to deliver the project, is responsible for championing the project, and accepts responsibility as the escalation path for problems. The project sponsor provides vision and high level direction for the project.

Funding Sponsor: If Known
This person or department would be actively involved in obtaining budget necessary for successful implementation of the project.

Project Owner: Required
The project owner confirms the need within their area of responsibility, validates objective(s), provides the functional specifications, administers, monitors, and is responsible for the overall delivery of the project/product. The project owner is the first escalation step on the path to the project sponsor.

Additional Stakeholders (add as many as appropriate):
The term stakeholder refers to, 'an individual, group, or organization, who may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project' ([Project Management Institute](), 2013).

Project stakeholders are entities that have an interest in a given project. These stakeholders may be inside or outside an organization which:
1. sponsor a project, or
2. have an interest or a gain upon a successful completion of a project;
3. may have a positive or negative influence in the project completion

Stakeholder Name	Stakeholder Function

Project Description and Purpose/Goal(s): (be brief)
Briefly introduce the project. Why should Truman undertake this project? What problem will be solved? How will this project benefit the University? What is the impact of not initiating this project?

Assumptions:
Describe any assumptions (resources, policies, schedules, technologies, etc.) upon which this plan is based.

Strategic Alignment:
Describe how this project addresses the university's strategic objectives. What will success look like / be measured once the project is complete?

Risk Factors:
Are there identifiable risks related to either the completion or non-completion of this project? These might include items such as security issues, regulatory concerns, compliance requirements, or public relations or institutional image factors?

Approach: (be brief)
Describe the approach, or strategy, for the proposed project. For example, should a system be built for successful implementation or are vendor products being considered (build, buy, open source, etc.)? If considering a new technology, will there be a critical decision point about moving forward or implementing a contingency plan?

Scope:
Describe the business, academic, or administrative functions, users and processes impacted by this project. Include any information on interdependencies with other services (including replacement or consolidation of services), projects, systems, or campus groups/departments.

Data:
Describe the data affected by this request, noting the classification of the data as defined in the Data Security Policy. Include any information on data integration with other services and systems (including systems outside the university).

Timeline / Milestones:
What is the needed or hoped for delivery date? Is there a specific "window of opportunity" for implementation? How long will it take to complete this project?

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.