

University IT Project Justification Summary Sheet Instructions
(over \$100,000)

Applicable for all university related Information Technology projects with total hardware, software, personnel, licensing, maintenance and operational costs greater than \$100,000 over the life of the project, or five years, whichever is shortest.

Project Overview

One page, high level summary of the business processes, applications, hardware, software and infrastructure being modified or implemented and the business goals and objectives to be achieved. Include:

- Proposed changes and objectives of the project – the “to be”
- Existing situation and problem – the “as is”
- The importance of addressing this “gap”
- Relationship to goals and objectives from the strategic plan and IT architecture
- Proposed technologies
- Sources of funding

Deliverables

Describe the business and technical objectives and the solution. Also cover the deliverables, that is, the tangible outcomes of modifying the process, which are expected to benefit the organization and affect customer service, performance, productivity, product quality and technology with references to strategic plan.

Service and Economic Benefits

Identify the savings and economic benefits, gained by implementing the project. The economic benefits might be attributable to improvements in customer service, performance, productivity and product quality, because these factors can produce either a monetary saving on resources and services, or an increase in revenues. Note the cost avoidance activities and events in this section.

Project Roles and Responsibilities

Define the roles and responsibilities of university colleges or units involved in the effort, and project team members, including management, direct reports and customers.

Project Management Timeline

Give a high-level schedule of activities and events identifying the project structure, network, and milestones over each year of the proposed project.

Summary of Proposed Costs

Identify all development and operating costs for the project (hardware, software, personnel, consultants, licenses, etc.) over 5 years or until completion whichever is shortest. Take into account business and technical cost savings, service and outreach, and return on investment.

Opportunities for Collaboration

Identify projects with similar intent or function within your institution or among the Arizona Universities.

University IT Project Justification SUMMARY SHEET

<i>Institution</i>	<i>Contact Name and Phone</i>
<i>College or Unit</i>	<i>Date Submitted</i>

Project

Project Overview(1 page max)

Including:

- Proposed changes and objectives of the project – the “to be”
- Existing situation and problem – the “as is”
- The importance of addressing this “gap”
- Relationship to goals and objectives from the strategic plan and IT architecture
- Proposed technologies
- Sources of funding

Deliverables

Service and Economic Benefits

Project Roles and Responsibilities

Project Management Timeline

Opportunities for Collaboration

Summary of Proposed Costs
(All Funds)

Five Year Total (\$000)						
Description	FY__	FY__	FY__	FY__	FY__	Total
Implementation Cost						
Operating Cost						
Total Cost						

Recommendation

Implementation Costs and Marginal Operating Costs in Thousands

<i>Costs in thousands (\$000)</i>						
Development / Operating						
<i>Description</i>	<i>FY</i>	<i>FY</i>	<i>FY</i>	<i>FY</i>	<i>FY</i>	<i>Total</i>
Personnel						
Number of IT FTE						
Number of User FTE						
Personnel Cost						
IT FTE Salary Cost (Include ERE)						
User FTE Salary Cost (Include ERE)						
IT Services (Professional and Outside Consultants)						
Hardware						
Software						
Communications						
Facilities						
Licensing and Maintenance Fees						
Other						
TOTAL						
Notes:						

