Project Name

Project Summary

Please provide the project chart with this request. Please note any changes to the scope or schedule, or budget in this section and any other information you feel necessary. A project charter template can be provided upon request to UWS.

Support of Strategic Direction / Benefits

1. What impact or value will/does the project have on learning, teaching, research and/or administration across UW System? Please include any direct impact on Students.

2. Please describe the project’s alignment with the Common System Principles (Appendix 1).

3. Please describe the project’s alignment with the Common System Roadmap Objectives (Appendix 1).

4. Is this project considered critical to support other common systems? Does it have any impact on other common systems? If yes to either, please explain.

5. Do all UW System institutions support and plan to use the resulting system? Include the methodology used to assess support/use.
Cost

1. Please provide a high level description of budget expenses (Labor – UW Resources, Labor – External (i.e. Consultants), Hardware, Software, Other Expenses) provided in this submission. If there are Consulting resources included, please explain why they are necessary and also how knowledge transfer will occur to internal staff.

2. Please provide a five year cost estimate for the following two items:

2a. New Project/Enhancement. Include all quantifiable costs, that if approved, the new project/enhancement is estimated to consume and request funding from CSRG for over the next five years. This should include the cost impact that the project/enhancement will have on the operational budget once complete. Please note assumptions made.

2b. Current System (if applicable) – Include all quantifiable costs that the current system (system being replaced) is estimated to consume and request funding from CSRG for over the next two years (status quo scenario). Please note any assumptions made.

3. Who have the costs estimates in this proposal been vetted with? Also, have you contacted any other customers of the vendor to help inform the costs in this proposal?

4. Please describe any funding for this project/service being provided outside of this request to CSRG.

5. Please discuss and calculate any efficiencies that are expected to be realized in terms of FTE's, dollars, time, error reduction, risk mitigation, regulatory compliance or other areas not mentioned. Also please provide a best/worst case estimate for when the efficiencies are expected to be realized.
6. How will the project affect staffing at and costs to individual institutions during implementation and operation? If possible, describe effort and estimated costs required by these institution resources to support a successful implementation project and on-going operation.

Risk

1. What are the risks associated with not doing this project or reducing its scope?

2. What are the anticipated challenges associated with this project?

3. Are there other institutions who have (or are in the process of) implementing this service? If so, what has their experience been?

4. Are all necessary resources (both Project and Institution) needed to complete the project confirmed and available? If not please explain.

5. Is the target date flexible or drop dead? What is the contingency plan in the event the project misses its target date?

6. Is the project dependent on another project, another solution provider or event? If so, please explain.

7. What is the plan in the event of reduced or no funding being provided?
Stakeholder / Sponsor Questions

1. Who is the project sponsor?

2. Which governance committees have been involved?

3. Please provide governance sign off for this budget proposal submission:

Budget Exhibition
Appendix

Common System Principles

Adhere to a common technical architecture

- Use industry standards and best business practices for implementation
- Keep the technical architecture current
- Leverage current technologies
- Use a common set of middleware tools, optimized for use by all common systems
- Ensure integration between major enterprise systems (i.e. HRS, SFS, Budget, Student Systems) through portfolio management

Minimize customizations

- Review and modify business practices to take full advantage of technology before launching an implementation project
- Customizations will be kept to a minimum to ensure future updates are easier and less expensive
- Business process change and application of best business practices will be explored before customizations are entertained
- All customization requests will be submitted to the steering committee
- Purchase add-ons or develop them internally only after exploring vendor roadmaps and leveraging available mechanisms for product enhancements
- Eliminate shadow systems that produce the same functionality already in place

Address life-cycle

- Capitalize and depreciate both acquisition and implementation costs
- Provide adequate staff and financial resources throughout the implementation and ongoing business operation
- Develop a plan for on-going business operation as part of project implementation plan
- Regularly upgrade to current versions of vendor-supported software
- Ensure optimal use of new and existing features to improve processes and eliminate customizations
- Ensure continuing vendor support

Common System Roadmap Objectives

To help maintain or improve quality, increase access, and reduce cost per student, technology investments must enable UW System institutions to help accomplish the following:

- Deliver high quality education to students wherever and whenever they desire it.
- Improve knowledge management and data driven decision making to better facilitate student access and learning
- Add measureable value to faculty, staff and students by "cutting red tape," improving service, and enabling all faculty and staff to work more efficiently and effectively.
- Improve business process to benefit faculty, staff and administrators across all institutions.
- Reduce the risks inherent in supporting legacy systems with their use of technology that few professional IT workers understand, and that require large investments in programming to keep current through planned replacement and solid change management processes.
- Safeguard information system and data with best practices in security and privacy.