

Project Title:			
Project Initiator:		Initiator's Email:	
Project Sponsor:		Sponsor's Email:	
Project Purpose:	<i>What are the business reasons for undertaking this project?</i>		
Project Objectives:	<i>What are the objectives to be accomplished with this project?</i>		
Business Problem:	<i>What business issues, goals or strategic plan initiatives will this project address?</i>		
Key Stakeholders:	<i>Who are the key customers affected by this project?</i>		
Strategic Justification:	<i>List the 7-17 Strategic Plan and/or DoIT Strategic Plan goals this project addresses.</i>		
Dependencies:	<i>Is this project dependent upon other departments, other projects, hardware/software installations, etc.?</i>		
Timeline:	<i>State the proposed start and end dates, and identify any major milestone dates.</i>		

Budget:	<i>Estimate total costs for hardware, software, services, training, and maintenance.</i>		
Fiscal Year:	FY ____	FY ____	FY ____
Hardware:			
Software:			
Services:			
Training:			
Maintenance:			
Other:			
Total:			
Budget Source:	<i>Identify the initial funding sources (budget codes and account titles)</i>		
Annual Recurring Costs:	<i>What annually recurring costs will be associated with this project after closeout? (i.e. ongoing maintenance, hosted software licenses)</i>		
Hardware:			
Software:			
Services:			
Training:			
Maintenance:			
Other:			
Total:			
Data Security:	<i>Identify systems/processes which will collect, process or store sensitive or restricted data (e.g. personal data such as SSN, birthdate, grades, health information; financial transactions; data related to grant-funded research).</i>		

Constraints:	<i>List any constraints that apply to this project. Constraints restrict choice and can include time, budget, personnel, facilities, management issues, etc.</i>								
Risks:	<i>List any risks that may apply to this project (loss of funding, loss of experienced personnel, etc.) and how those risks would be mitigated if encountered.</i>								
DoIT Resources:	<i>What resource commitment do you anticipate needing from DoIT? (system administration, system location, system backups, programming, end-user support, training, etc.).</i>								
Interfaces:	<i>Does this project involve interfacing with a central system (e.g. Banner, e-mail, Active Director) or other university system?</i>								
Other Comments:	<i>Provide any other information regarding the project.</i>								
Approvals:									
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Department Head: _____</td> <td style="width: 40%;">Date: _____</td> </tr> <tr> <td>Dean/Director: _____</td> <td>Date: _____</td> </tr> <tr> <td>Vice President: _____</td> <td>Date: _____</td> </tr> <tr> <td>CIO: _____</td> <td>Date: _____</td> </tr> </table>		Department Head: _____	Date: _____	Dean/Director: _____	Date: _____	Vice President: _____	Date: _____	CIO: _____	Date: _____
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Submit completed and signed proposal to: DoIT Project Director, Box 6888, Radford, VA 24142
 Questions? Contact the DoIT Project Director at rmcdonal@radford.edu or 540-831-5173