The University of East Anglia



Project Proposal template

Priority: A/B/C

**Document Control Information**

|  |  |
| --- | --- |
| **Title:** |  |
| **Date:** |  |
| **Version:** |  |
| **Derived from template:** | Project Proposal template last amended 11th February 2013 |
| **Authors:** |  |
| **Distribution** | *Public; Internal to UEA; Restricted to a subset of the University; Restricted to Staff only* |

|  |  |  |
| --- | --- | --- |
| REVISION | DATE | REVISION DESCRIPTION |
| v0.1 |  | First draft  |

# Project Proposal

[This template is used to write up the initial project proposal. Once ISDMT has approved the proposal as a project, the full Project Plan can be developed. Please remember to deleteall italicised text in boxes you complete. Unused sections should not be deleted; use n/a in these cases. ]

|  |  |
| --- | --- |
| **Project Title :** |  |
| **Proposed Project Sponsor:** | *A member of ISDMT* |
| **Proposed Project Board:** | *It is recommend that this should be limited to five people, to include the following: Project Sponsor; Project Manager; Senior User(s) (customer); Senior supplier (optional); relevant ISD Director or Assistant Director* |
| **Proposed Project Manager:** |  |
| **Target start date:** |  |
| **Target completion date:** | *Enter any fixed milestones or a fixed end date which should not slip (if any)* |
| **Outline business case:** |
| **Background & Rationale** | *A brief description/high level statement of the situation surrounding the project and the reason why the work is needed. Consider the project within the context of internal factors, such as likely impacts on others within the University, political willingness, strategic objectives, and financial situation.* *[****Optional*** *- External factors could also be considered. A useful tool to be used here is PESTLE and SWOT].* |
| **Objectives** | *Objectives describe the tangible results of having completed the project. They should be specific, measurable and time framed statements.* |
| **Options** | *[****Optional*** *- Note that performing a full option appraisal is not appropriate for all projects. This section could be used to describe the work that will be undertaken if appropriate. Enter N/A if no information is to be supplied.]**The options appraisal is at the core of the Business Case and will typically include:**•The implications of 'doing nothing'**•The options for delivery (note that a series of appraisals might be needed to examine different aspects of project delivery, e.g. type of intervention or procurement route)**•A recommended option for both delivery and funding.**You should always compare the options with a 'Do Nothing' option* |
| **Benefits** | *[****Optional*** *– Note that performing a full option appraisal is not appropriate for all projects and therefore describing the benefits with these options will also not be appropriate. Each project should be able to describe the benefits it will bring the University. Enter N/A if no information is to be supplied.]**For each option, an assessment of the pros and cons for each option (benefits and dis-benefits) should be undertaken and described here. Benefits can be tangible or intangible; where possible identify how they can be measured, financially or otherwise.* |
| **Outline Costs:** | *[****Optional*** *– Note that performing a full option appraisal is not appropriate for all projects and therefore costings will not need to be supplied. Enter N/A if no information is to be supplied.]**For each option, a summary of the potential costs and sources of funding need to be described.**Consider resourcing costs, such as recruitment of staff for the project.**Indicate whether funding is included in a CUBS bid or is identified in recurrent budgets.* |
| **Key Deliverables:** | *Identify the key outcomes and pieces of work that need to be undertaken.* |
| **Key Stakeholders** | *Identify key stakeholders who may have an interest or role in the project, or who may be impacted by it.*  |
| **Key Resources**  | *Use this space to identify who you need to be involved in the project. Indicate where possible if agreement has been reached for those people to be involved in the project.* |
| **Considerations** |
| **IT environment** | *Use this space to confirm that for IT-based projects the capacity of the data centre environment has been checked and Estates have confirmed that the proposed new systems will not exceed the capacity threshold..* |
| **Security policy** | *Use this space to flag any concerns you may have about the projects ability to comply with University Security and Information policies (see* [*http://www.uea.ac.uk/is/itregs*](http://www.uea.ac.uk/is/itregs)*,* [*http://www.uea.ac.uk/is/strategies/infregs*](http://www.uea.ac.uk/is/strategies/infregs) *and* [*http://www.uea.ac.uk/is/strategies/library-regulations-and-policies*](http://www.uea.ac.uk/is/strategies/library-regulations-and-policies)*).* |
| **Long-term support arrangements** | *Set out briefly how any new system will be supported once in service* |
| **Other considerations** | *Use this space to draw attention of ISDMT to anything else that needs to be taken into account in making their decision on whether to undertake this work.* |

**Appendix A**

***Provide an outline of the project schedule, considering the following:***

* ***Staged or phased approach, with estimated start and end dates***
* ***Key milestones***

Example of a schedule

