**Information Services Project Management Office (ISPMO) Project Proposal**

**HOW TO USE THIS TEMPLATE:**

**Introduction**

This template is designed to help in the creation of the Project Proposal. The Project Proposal serves as the project mandate/brief, and its primary purpose is to present the business case and ensure that all known stakeholders are identified. Once approved, the Project Manager will be asked to complete a Project Initiation Document (PID).

**Completing the template**

Download the file directly from the website and starting from page 1 follow the prompts (in [...] brackets). Provide as much information as possible. If you cannot fill in a particular section, do not leave blank but explain why you cannot fill it in and when you might expect to have the information.

When the template is complete, the Project Proposal document should be emailed to the ISPMO at ispmo@ucc.ie.

Prior to emailing, you should delete this page and all [....] prompt text.

**ISPMO Project Documentation**

On receipt of the Project Proposal, the ISPMO will establish a fileshare to store this document and all subsequent project documentation at [\\nas.ucc.ie\groups\ITServices\ITStaff\ISPMO\*Project\_Code*\Documents](file:///%5C%5Cnas.ucc.ie%5Cgroups%5CITServices%5CITStaff%5CISPMO%5CProject_Code%5CDocuments) .

**Evaluation**

Once completed, the Project Proposal will be evaluated by the IT Services Management Team in terms of:

* Clear business ownership
* Alignment with UCC strategic plans
* Business benefits
* Expected funding sources
* Expected availability of business unit(s) resources

**Note**

Where an equivalent document has been prepared for submission to UMTO, IT Steering, etc. it can be used as the Project Proposal instead of this template. In this case please attach the relevant document to the following title page.



**Information Services Project Management Office**

**ISPMO**

**Project Proposal**

**Project Title: [Enter Project Name]**

**Version:**

**Date:**

**Author:**

**To be completed by ISPMO:**

**Project Code:**

**Project Documents stored at:**

**Revision History**

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| **Date of this revision:**  |
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| **Version Number** | **Revision Date** | **Summary of Changes** |
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 **Approvals**

This document requires approval by the Business Sponsor, the IT Services Management Team and the Information Services Management Team for Operations (ISMTO) in that order.

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| **Approved By**  | **Date** | **Version** | **Notes** |
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**Distribution (to be completed by ISPMO)**

This document has been distributed to:

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## Executive Summary

[Provides a summary of the project]

## Project Manager

[Must be a member of IS staff]

## Objectives

[Describes the high level objectives of the project]

## Business Case and Benefits

[Describe the business reasons for proposing this project and details the expected business benefits]

## Alignment with UCC Strategy

[Specifies how the project is aligned with current UCC strategic plans. Refer to specific UCC strategic goals from the current strategic plan at <http://www.ucc.ie/en/strategicplanning/2013/> ]

## Business Sponsor

[Specifies the person responsible for the business functions the project will support.]

## Time Constraints

[Provides details of the anticipated project timescale and any particular time constraints]

## Funding

[Provides an estimate of anticipated costs and details of how the project will be funded]

## Stakeholders

[Lists the project stakeholders. All impacted departments\units should be mentioned with named individual(s) for each]

## Resources

[Lists anticipated technical and business personnel required for the project, the role each will play and expected input in terms of ftes]

## Risks

[Provides a summary of the key risks associated with the project together with the likely impact and plans should they occur]

## Dependencies

[Describes if the proposed project is dependent on the successful completion of another project or body of work]

## Other Information

[Describes any other information deemed appropriate. Any underlying assumptions can be described here]