# Instructions

## Document Purpose

*The intent of this document is to efficiently capture a high level understanding of a* ***proposed*** *project In order to determine if the project should go forward and what priority it should be assigned.*

***Note****: Any text in italics within this document is guidance only and can be deleted from submitted versions.*

## Document Sections

*The REQUESTOR SECTION is to be completed by the requestor who is proposing the project.*

*The IT SECTION is to be completed by the IT department based on information in the REQUESTOR SECTION and discussions with the requestor.*

## Document History

|  |  |  |
| --- | --- | --- |
| **Author** | **Date** | **Description** |
| <enter name> | <enter date> | <enter any info explaining edits from previous version> |
|  |  |  |

# Requestor Section

## Project Identification

|  |  |
| --- | --- |
| **Project Name** | *<enter a brief but descriptive name for the proposed project>* |
| **Project Requestor** | *<enter name of project requestor>* |
| **Project Sponsor(s)** | *<enter name(s) of project sponsor(s) (must be: a Dean, a Director or a SMG Member)>* |

## Sponsor approval

|  |  |
| --- | --- |
| **Sponsor Signoff of initial VPP** (before IT section completed) | *<paste in text of an email from sponsor showing date and text indicating their sign-off of the completed REQUESTOR SECTION and their agreement to fund anticipated project costs>*  |

## Project Overview

* *Summarize in point form the scope of the proposed project identifying the project deliverables or outcomes.*

## Project Value

* *Summarize in point form the value or benefits the project will produce for VIU and alignment to strategic plans.*

## Project Timing

* *Summarize in point form any requested project delivery dates and provide rational for those dates.*
* *Note: the actual dates for an approved project is based on the priority assigned by the Director of IT Operations and priorities of other active and previously scheduled projects.*

## Project Funding

* *Summarize in point form the estimated costs of the project and how it will be funded.*
* *Summarize in point form any post project annual operational costs and how they will be funded.*

# IT Section

## IT Assumptions

* *Summarize in point form - IT’s assumptions that estimates are based on.*

## Estimated IT Effort

* *Summarize in point form - IT’s estimate of effort (stated in hours) that will be required to deliver the IT component of the project****.*** *Any backfill or contractor hours that are to be funded by the project should be noted in the section below and converted to dollars. An estimate of VIU IT management hours to source and eventually manage those external resources should be provided included in this section.*

## Estimated IT Related Costs the Project must Budget for

* *Summarize in point form - IT’s estimate of costs* ***the project must budget for.*** *Any backfill or contractor hours the project must fund should be converted to dollars and noted in this section. Make note of any estimated new operational costs that will exist long term after the project is complete.*

## IT General Comments

* *Additional IT feedback regarding the project. Risks, ongoing operational costs the project may introduce to VIU, etc. Questions, concerns, suggestions, etc.*