# Submission Information

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Faculty / Department:** |  |
| **Unit:** |  |
| **Email Address:** |  |
| **Phone #:** |  |

# Project Information

## Is your business need/proposal:

|  |  |
| --- | --- |
| New | ☐ |
| Modifying an existing proposal | ☐ |

## Proposal Details

Please describe the proposal in detail, including relevant background information and proposed solution (if any).

## Is this proposal related to a legal or compliance requirement?

(e.g., Government legislation or regulations; audit recommendation; Vendor or industry standard changes)

|  |  |
| --- | --- |
| Yes | ☐ |
| No | ☐ |

## Describe how this proposal aligns with strategic plans or direction and at what level (e.g., unit, department, faculty, central unit, university)

## What are the expected benefits and/or outcomes? Check all that apply.

|  |  |
| --- | --- |
| Improved customer satisfaction | ☐ |
| Service / process improvements | ☐ |
| Operational efficiencies | ☐ |
| Capacity creation | ☐ |
| Improved security | ☐ |
| Improved data quality / reliability | ☐ |
| Reduced cost | ☐ |
| Increased revenue | ☐ |
| Other benefits (please describe) | ☐ |

## Who will benefit? Check all that apply.

|  |  |
| --- | --- |
| Students | ☐ |
| Faculty / Instructors | ☐ |
| Staff / Admin | ☐ |
| Faculty / Department | ☐ |
| Researchers | ☐ |
| University Partners including vendors | ☐ |
| Vendors | ☐ |
| Others (please describe) | ☐ |

## What is the scale of the benefits to be achieved?

|  |  |
| --- | --- |
| Single unit within a Department or Faculty | ☐ |
| Single Department within a Faculty | ☐ |
| Single Faculty | ☐ |
| Multiple Departments or Faculties | ☐ |
| University Wide (Enterprise) | ☐ |

## What are the risks if this project does not proceed?

## What are the risks associated with proceeding with this project?

## What is the expected project timeline and anticipated duration?

## Please describe any dependencies this project has on other initiatives or projects.

## What type(s) of people resources are required to implement and support this project?

## What stakeholder groups have been / will be engaged for this project?

# Implementation Costs

## Estimated cost of implementation

(infrastructure, software licensing/subscription, fees, internal staff, external resources)

## Has the required funding for implementation been secured?

|  |  |
| --- | --- |
| Yes | ☐ |
| No | ☐ |

## What is/are the source(s) of funding for implementation?

|  |  |
| --- | --- |
| Faculty | ☐ |
| Department | ☐ |
| Central Administration | ☐ |
| Information Services & Technology | ☐ |
| External – Government or Corporate | ☐ |
| Research | ☐ |

# Annual Maintenance / Operating Costs

## Estimated annual maintenance/operational costs

This includes any consumables, depreciation, labour, hardware maintenance contracts, software licensing, user fees, etc.

## Estimated cost of ownership over 5 years

This includes all of the annual costs plus any other costs that may occur over a five year period.

## Has the required operational funding been secured?

|  |  |
| --- | --- |
| Yes | ☐ |
| No | ☐ |

## What is/are the source(s) of operational funding?

|  |  |
| --- | --- |
| Faculty | ☐ |
| Department | ☐ |
| Central Administration | ☐ |
| Information Services & Technology | ☐ |
| External – Government or Corporate | ☐ |
| Research | ☐ |

# Other Information

## Please provide or attach any additional information that may support the proposal.

|  |
| --- |
|  |

## Decision Requested

|  |  |
| --- | --- |
| Approval to implement | ☐ |
| Approval to develop detailed assessment | ☐ |
| Approval to develop business case | ☐ |