# IT Opportunity Proposal Form

## Survey Flow

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Opportunity Proposal  Please use this form to submit a requirement or proposal for review by the university’s IT Governance Committee. Please note: You may be asked to provide additional information. You may be required to complete a Privacy and Security Review as well. You may be requested to present the proposal to the appropriate steering committee based on criteria outlined in the Technology Governance Framework. If you have any questions, please contact Amanda Danis at adanis@ualberta.ca or (780) 492-0786. You should receive a response to your submission within 2-4 weeks.

At any time, you can pause your submission by closing out of the window. You can continue where you left off by clicking the initial link and using the same computer and browser.

Q1 Submitted By

☐ Name

☐ Position

☐ Faculty/ Department

☐ Email Address

☐ Phone #

☐ Office

Q2 Project Information

Is your business need/proposal:

☐ New

☐ Modifying an existing proposal

☐ Modifying an existing proposal with a request for additional funding

☐ A renewal

☐ A renewal with a request for additional funding
Q3 **Proposal Details**
Please describe the request (proposal) in detail along with the background information and proposed solution (if any).

Q3a If you have additional information in a separate document, please upload the file below.

Q4 **Is this a legal or compliance related business need/proposal?**
(eg: FOIP Compliance, Health & Safety Compliance, etc)

- [ ] Yes
- [ ] No

Q4a Please enter need-by date

Q5 **Project Information**
Describe the urgency and desired timeline to implement the proposal

Q6 **Please check one or more of the relevant strategic alignments for the proposal**

- [ ] **BUILD** a diverse, inclusive community of exceptional students, faculty and staff from Alberta, Canada and the world.

- [ ] **ENGAGE** communities across campuses, city and region, province, nation and the world to create reciprocal, mutually beneficial learning experiences, research projects, partnerships, and collaborations.

- [ ] **EXCEL** as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.

- [ ] **EXPERIENCE** diverse and rewarding learning opportunities that inspire us, nurture our talents, expand our knowledge and skills, and enable our success.

- [ ] **SUSTAIN** our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.
Q7 Please check one or more of the desired benefits

- [ ] Improves Efficiency
- [ ] Consistent & Common User Experience
- [ ] Improves Security
- [ ] Improves Data Reliability
- [ ] Increase Cost Savings
- [ ] Enhances University Reputation
- [ ] Improves or Supports Teaching & Learning
- [ ] Other benefits

Q8 Please check all the groups that will benefit

- [ ] Students
- [ ] Faculty/Instructors
- [ ] Staff/Admin
- [ ] Faculty/Department
- [ ] Researchers
- [ ] University Partners including
Q9 **What level of users will your proposal impact**

- Individual (Small number of users)
- Unit/Department/Faculty
- Multiple Faculties
- University Wide (Enterprise)

Q10 **Funding**

**Estimated cost of Implementation**
(infrastructure, software licensing/subscription, fees, internal staff)

- Less than 75K
- 75K to 250K
- Greater than 250K

Q11 **Implementation costs - Funding Source(s) (%)**

- Faculty (%)
- Department (%)
- Central Administration (%)
- Information Services and Technology (%)
- External - Government or Corporate (%)
- Research (%)

Total : ________

Q11a **Faculty:**
Please provide the name of the faculty:

Q11b **Department** Please provide the name of the department:

Q11c **External:** Please provide the name of the external resource

Q11d **Research:** Please provide the name of the research resource:
Q12
Implementation Funding Source Approval
Have the funding source(s) been confirmed/approved by source?

○ Yes

○ No

Q12a Who is the budget owner?

Q13
Annual Maintenance/Operating Costs
Estimated annual maintenance/operations costs
These include any consumables, depreciation, labour, hardware maintenance contracts, software licensing, user fees, etc

○ Less than 75K

○ 75K - 250K

○ Greater than 250K

Q14 Estimated maintenance/operations cost for 5 years
These include all of the annual costs plus any other costs that may occur once the systems are out of warranty

○ Less than 300K

○ 300K - 1,25M

○ Greater than 1,25M

Q15 Estimated number of years this will be operational
Q16 Maintenance/Operating costs - Funding Source(s) (%)
Faculty (%)
Department (%)
Central Administration (%)
Information Services and Technology (%)
External - Government or Corporate (%)
Research (%)
Total: ________

Q16a Faculty:
Please provide the name of the faculty:

Q16b Department
Please provide the name of the department:

Q16c External
Please provide the name of the external resource:

Q16d Research:
Please provide the name of the research resource:

Q17 Maintenance/Operating Funding Source Approval
Have the funding source(s) been confirmed/approved by source?

☐ Yes
☐ No

Q17a Who is the budget owner?

Q18 Other Information
Please provide any additional information that may support the business need/proposal

Q18a If you have any documents/files to submit with this proposal, please upload them here
Q19 Decision Requested

- Approval to Implement
- Approval to develop detailed assessment
- Approval to develop business case

END
Click Submit if you are ready to submit the proposal. Once you have submitted the proposal you will not be able to make any changes. Please contact adanis@ualberta.ca for assistance.

Click Back to review your information.

If you are not ready to submit your response yet, you can come back to edit your answers by using the same computer and browser.