BUSINESS CASE: [INSERT PROJECT NAME]

Note: Name should be short, and convey a clear idea of what the project is to a non-technical audience

PROJECT SUMMARY

Please provide a brief one or two sentence description of the project.

KEY OBJECTIVES AND BENEFITS

Please provide a short, concise description of the main objectives and benefits of the project. Please address:

- *Key objectives of the project (what is it trying to achieve?)*
- *Main benefits of the project (i.e. what problem does it solve or value does it create?)*
- *Who will benefit*
- *Key deliverables. If this is part of a larger program, please provide a description of the program (and a link if appropriate).*

Note: The IT Service Investment Board will prioritize the project based upon this business case, so please provide a clear, concise and compelling business case that can be quickly and easily understood by a non-technical audience.

TIMELINE ESTIMATE

Estimate of Project Duration (#of Months):		**Start date (Month, Year):**	

BUDGET ESTIMATE – complete the yellow boxes (double-click)

	Implementation		**Ongoing (Annual)**	
Contributed Labor (# of Hours @ $107):		$ -		$ -
New Labor (# of FTE @ $135,000/yr):		$ -		$ -
HW/SW/Other non-Labor Expenses:		$ -		$ -
	Total:	$ -	Total:	$ -

FUNDING

How will this project be funded? *(check all that apply)* [ ] Existing UW-IT Budget [ ] Provost [ ] Self-sustaining, grant, other

Are the funds for this project already committed?
Implementation: [ ] Yes [ ] No [ ] Partially, explain: _____
Ongoing (annual): [ ] Yes [ ] No [ ] Partially, explain: _____

PROJECT DEPENDENCIES

Identify any other projects that this project is dependent upon to be successful.

PRIORITIZATION CRITERIA

*The PRB and the IT Service Investment Board will prioritize UW-IT's Project Portfolio based on the **Importance** to the UW. The following criteria will be used in the prioritization process. If the project does not support any particular criteria, please leave that item blank. Please see addendum on Criteria for additional information.*

INFORMATION TECHNOLOGY
UNIVERSITY *of* WASHINGTON

<u>*Note: To save space, you may delete all the text in italics once the proposal is complete.*</u>

1. Strategic Value

Please describe how this project directly contributes to the mission, strategy, and goals of the UW by addressing each of the following questions (insert your answer below each question, and keep your answers brief, no more than 75 words per question).

1. Does this project improve the University's academic or research excellence?

2. Does it improve the UW's competitiveness by helping to attract the best students, faculty, and staff or by increasing and diversifying funding?

3. Does it enhance interdisciplinary collaboration in research, instruction, or other University efforts across organizational, regional, or global boundaries?

2. Impact

Please describe the positive impact the project will have by addressing each of the following questions (insert your answer below each question, and keep your answers brief, no more than 75 words per question).

4. Does this project improve the personal productivity or experience of students, faculty, or staff (i.e. individual end user of system or service)?

5. Does it benefit a large number of UW students, faculty, or staff?

6. Does it improve administrative efficiency or reduce overall administrative costs for the University (and not by shifting costs to units)?

3. Risk

Please describe if the project reduces risk by addressing each of the following questions (insert your answer below each question, and keep your answers brief, no more than 75 words per question).

7. Does this project help sustain and strengthen core IT operations, mitigate operational risk, or ensure key services are resilient?

8. Does this project address compliance, financial, or information security and privacy risk?

PREPARED BY:	DATE:
APPROVED BY (Division Head):	DATE:

Proposal not to exceed two pages to this point (Summary through Importance Criteria)

INFORMATION TECHNOLOGY
UNIVERSITY *of* WASHINGTON

LIKELIHOOD OF SUCCESS

The Portfolio Review Board will provide the Service Investment Board information on the "Likelihood of Success" for each project. Please answer the question below to the best of your ability. Please simply indicate if you don't know.

1. Does UW-IT have staff resources available to support this project?

2. Does this project require minimal contributed resources from other divisions?

3. Does this project carry minimal risks related to an outside vendor or contractor?

4. Does this project have funding for implementation? (Not including UW-IT contributed effort.)

5. Does this project have funding to sustain this service on an ongoing basis? (Not including UW-IT contributed effort.)

6. Does this project align with UW-IT's enterprise architecture strategy?

Proposal not to exceed one page for this section (Likelihood of Success)

INFORMATION TECHNOLOGY
UNIVERSITY *of* WASHINGTON