

PROJECT PROPOSAL INSTRUCTIONS

Introduction

The purpose of the Project Proposal form is to collect basic, high-level information about proposed projects to support evaluation of the project's various impacts and priority among the many other projects requiring constrained business and technical resources. Impacts considered include personnel resources, financial resources, and impacts on other projects.

When to Use this Form

Use this form for projects that you expect will require personnel resources (information technology and functional office together) in excess of 160 hours. Detailed estimating is not required to determine if the project meets this threshold. The 160 hour threshold is offered as a guide to keep very small projects out of the process.

General Project Proposal Information

- **Proposal ID** – This ID will be added by the Prioritization Working Committee to provide a unique identifier for the proposal.
- **Project Proposal Name** – Enter a brief name (suggest 3-5 words for the project proposal that will provide enough information to assist finding the project when scanning a list of proposals.
- **Briefly describe purpose of project (what and why?)** – Enter a general description of the project as to what is to be done by the project. Project deliverables could be identified here if they are known. Always include a description of why the project and/or deliverables are needed. Refer to attachments if there are other documents attached to assist with the project evaluation.
- **Date Implementation Needed** – If this project is required to be implemented by a specific date, please enter that date. This is not required if there is no specific reason driving the implementation date.
- **Reason for Implementation Date** – If you entered a date that the implementation is required, you must enter a reason here to support that required date.
- **Submitted By** – Name of person submitting the request. This person may be asked follow up questions about the project proposal or requested to attend a Working Committee meeting to review the project proposal.
- **Date Submitted** – Enter the date that you sent the proposal to the Working Committee.
- **Unit Name** – Enter the name of the submitter's department.
- **Common Unit Code** – Enter the common unit code for the submitter's department.
- **Sponsoring Dean, Director or Chair** – Enter the name of the person sponsoring the project proposal at the dean, director or chair level or above. The sponsor must be both aware and supportive of the project proposal.

Business Needs/Reasons

Enter 0 if any rating is none or the rating does not apply to this particular project. The Business Needs/Reasons area is intended to collect high-level evaluation of important considerations for projects that will be comparable across projects.

- **Operational Improvement** – Evaluate the level of operational improvement that will be gained for the University by implementation of this project.
- **Vendor Requirement** – Evaluate whether a business need for the project involves a vendor requirement for software or hardware that we already have at the University.
- **Government Regulation** – Evaluate whether this project is required in order to meet a government regulation. If so, evaluate the possible impact to the University if the regulation is not met.
- **MSU Policy** – Evaluate whether a business need for this project is related directly to compliance with an MSU policy.
- **Who Benefits** – Evaluate the general level of who gains the benefits derived from completing the project.
- **3 Year Financial Benefit** – At a high level, identify the estimated financial benefits (decreased costs and increased revenue) that the University will gain over three years.
- **Impact of Not Doing Project** – Evaluate the impact to the University of not doing the project.
- **Briefly describe the business and/or technical impact of not doing this project** – This description should support your rating above.

STOP – Send form & attachments to Prioritization Working Committee (email to PrioritizationCommittee@hr.msu.edu or campus mail to 4700 South Hagadorn, Suite 200).

Remainder of form to be completed by appropriate information technology & EBSP staff.

MSU Labor Required for Project

When completing this evaluation consider university-wide impacts for the hours required. The intention of these estimates is to be high-level only, without the benefit of full deliverable identification, requirements identification, and designs. The intention is to provide rough sizing of the project and high-level resource impacts. Enter 0 if the estimate is none or does not apply.

- **AIS IT Staff** – Identify high-level impacts for IT (Information Technology) resources required from AIS (Administrative Information Services) for the duration of the project.
- **Functional Stewards IT Staff** – Identify high-level impacts for IT (Information Technology) staff resources required from any and all business offices' (non-AIS) for the duration of the project.
- **Functional Stewards Non-IT Staff** - Identify high-level impacts for functional staff resources required from any and all business offices that are not IT resources for the duration of the project.

External Project Cost

- **Project Estimated Expenses** – This area is intended to identify a high-level estimate of the “out of pocket”, cash expenditures for the project. This does not include any staff

resources being used on the project, but would include anyone hired or contracted specifically to complete this project. Include any hardware and software purchases required to complete or support the project.

- **Portions of the project expected to be purchased** – Check all that apply. This area is intended to identify general categories of items that are expected to be purchased.

Project Risk Factor

Enter 0 for none or if any item does not apply to this project. These risks are not risks of “not doing the project”. These risks are intended to be items that would prevent or inhibit the successful completion of the project itself.

- **General Project Risk** – Consider project and system complexity, timeline (constrained or flexible), uncertainty of gaining the expected benefits of the project, commitment of management to complete the project compared to other projects and priorities, and other similar items.
- **Requires specialized skill in short supply** – This item focuses specifically on any specialized skills required for success of the project which are in limited supply. These skills could be technical skills or specific business/functional knowledge.
- **Technology Maturity or Familiarity** – Projects that involve developing new technology or using specific technology that has not matured to general industry use, presents higher risk to the success of a project. Further, if a technology is new to the offices that must use that technology, the risk to project success is also increased.

EBSP Impacts

EBSP staff will evaluate the project proposal as to impacts on the EBSP. Enter 0 for none if the item does not apply to this project.

- **Financial Cost Increased** – Estimate the impact of the proposed project on the financial costs of the EBSP.
- **Resources Increased** - Estimate the impact of the proposed project on the personnel resources that are on or needed by the EBSP.
- **Project Schedule Delay Impact** - Estimate the impact of the proposed project on the project schedule of the EBSP.
- **Project Scope Growth Impact** - Evaluate the impact of the proposed project on the scope of the EBSP.
- **Does the project move MSU toward EBSP implementation in some way?** – Check all that apply. Some projects may have a positive impact on the EBSP by reducing project work or other EBSP improvement.

Rating Summary

These rating totals are intended as a general guide only when looking at projects and their priority.

Prioritization Working Committee

After evaluating the project proposal, the Working Committee will make a recommendation regarding the priority (High, Medium, Low) as compared to other project proposals. The Working Committee can also recommend that a project proposal not be done or resubmitted at some later date. The Comments area should be used to document specifics and explanations of recommendations to the EBSP Steering Committee.

EBSP Steering Committee

The EBSP Steering approves the project proposal and recommended priority. The Steering Committee may enlist input from University senior management or others as needed. Any specific directions by the Steering Committee should be documented within the Comments area.