

Project Initiation Form

Project Name

Portfolio Category

Infrastructure/Operations
Process Automation/Improvement
Innovation
Nondiscretionary

Prepared By:

Date Prepared:

Version Number:

1.0

Reference

This form is designed to obtain information on the scope, cost, time and resource requirements needed for the UAAITSC to establish a priority for University technology projects.

Project Management Team

Who agrees to accept the role of sponsor (and all duties/responsibilities)?

Will anyone other than the sponsor accept the project's deliverables? If so, who?

Who is the Project Manager?

Identify other managers in the project and their role (i.e, technical, functional)

If VCU employees, how will they be made available during the project?

Will any backfill for their responsibilities be needed?

Will any third-party resources (consultant or vendor) be involved? If so, identify who and what will

be their role.

Project Scope

Describe the project's objective

How will success be measured?

What metrics will be used?

What are the specific deliverables of the project?

What are the limits of this project in terms of functionality, audience, deliverables?

What is out of scope, i.e., what will not be done?

What are the critical requirements for success?

Project Schedule

When does the project need to start and finish?

What is the elapsed time for this project?
(Within the Start Date and End Date, how many total person hours will the project require)

Are those dates flexible or fixed?

If fixed, describe the reason

Strategic Alignment

What specific business unit goals/objectives does this project advance and how?

What specific VP-level goals/objectives does this project advance and how?

What specific Quest for Distinction goals/objectives does this project advance and how?

What COVA goals/objectives does this project advance and how?

Financial Impact

What is the maximum allowable cost of the project?

Delineate the project costs between hardware, software, services, and other

Hardware

Software

Services

Other

Has the budget been secured? What Budget Code will be used?

What percentage of the total project budget is held in contingency reserve?

What are the recurring/future costs for maintenance, support, etc?

Describe the project's Return On Investment

Customer Impact

Will training of users be required? If yes, what type and by whom?

When the project is completed, how will user issues/problems be supported?

How will user documentation be provided and maintained?

Will any additional resources be required in the customer unit?

Business Process Impact

Does this project require changes in any business processes?

If Yes:

Will a Business Process Analysis be done? If so, by whom?

Who will be responsible for change management?

Describe if and how the process changes will result in:

- Improved efficiency
- Cost savings
- Better customer service

Will this project impact the operations of any other business unit, inside or outside VCU?

If so, how?

Who in the impacted unit will be responsible for managing change?

Describe any other impact this project will have on the VCU community

Risk Avoidance

What could go wrong? (both systems-related and project-related)

Describe any risk associated with the project's:

- Resources
- Funding
- Timeline
- Scope

How will the risks identified above be managed?

What negative impact could this project have on the VCU community?

What is the team's level of experience with the technology involved?

- a. We are experts
- b. We are familiar
- c. It is new to us
- d. It is new to the world

How clear is the project's technological solution:

- a. One defined and well proven solution
- b. Multiple proven solutions
- c. Multiple solutions, none proven
- d. Vague solution

What impact will this project have on the University?

- a. Affects only one business unit or director level
- b. Affects multiple business units or director levels
- c. Affects dean or vice-president level
- d. Affects entire university or president level

If this project involves a vendor or consultants, what is their capability with this solution:

- a. One vendor/consulting firm with university experience
- b. One vendor/consulting firm without university experience
- c. Multiple vendors/consulting firms with university experience
- d. Multiple vendors/consulting firms without university experience

How many other systems within or outside of VCU will this solution need to interface with:

- a. One or none
- b. Two or three
- c. Four or five
- d. More than five

Technical Architecture

If VCU hosted system, do the operating system, database, hardware, etc. conform to current

architecture standards?

Will VCU production operations support be required?

If yes, describe in detail system backup, business continuity, monitoring, etc

If a cloud-based solution, does the vendor provide all technical operations and support?

If yes, describe system backup, business continuity, monitoring, etc.

Current Issues

Briefly describe any issues that will need to be addressed prior to or during the project

Are there any dependencies on other projects or events?

Within the requestor's area, how does this project rank in priority?

Assumptions

What assumptions are you making?

Misc.

Any other information that will help the Steering Committee prioritize this project

TS Impact

What impact will this project have on Technology Services?

Will this project require costs, resources, and/or time for these TS units (Y or N):

- Administrative Systems
- Applications Services
- User Services
- Information Security
- University Computer Center
- Networking
- Telecommunications

For all Y answers above, provide details:

- Administrative Systems
- Applications Services
- User Services
- Information Security
- University Computer Center
- Networking
- Telecommunications

What impact will this project have on other TS units?

- Administration
- Fiscal Services
- Other

Will any additional resources outside TS be required? If Yes, for what and how long?

Approvals

Project Sponsor:

PMO Director:

James C. Thomas

Project Manager:

Date:

Date:

Date: