

Preliminary Project Information

Project Name: _____
Division: _____
Project Sponsor: _____
Date: _____
Prepared By: _____
BITS Contact: _____
Project Contact: _____
Task Code: _____

[Click here for Guidelines for completion of this form.](#)

1. Project Overview

Project Description, describe:

- The business need/problem and project objectives, including the benefits that are expected from this project.
- The proposed solution.
- Who will use the system/solution.
- Impacts on other systems, other divisions, other agencies.
- The life expectancy of the solution.
- External mandates (e.g., State/federal legislation, DEG/DOA mandate, audit requirement, etc.), if any, which drive this project.

Project Schedule

Estimated Project Start Date: _____
Estimated Implementation Date(s): _____
Is Implementation Date Mandated? Yes No

Project Size – How many IT hours are estimated for this project?

- Less than 500 hours
 Between 500 hours and 3500 hours
 More than 3500 hours

I like the first version better – at this early stage I'm not sure they can identify how much of project will be done in a fiscal year.

IT Standards

List any new or non-standard technologies that you plan to use for any part of this project, including project implementation.

Total Project Cost What is the estimated total cost of the project?

- Under \$200,000
 Between \$200,000 and \$1,000,000
 Between \$1,000,000 and \$5,000,000
 Between \$5,000,000 and \$10,000,000
 Between \$10,000,000 and \$15,000,000
 Between \$15,000,000 and \$20,000,000

Preliminary Project Information

- Between \$20,000,000 and \$25,000,000
- Greater than \$25,000,000

IT Cost – Of the total project costs, what is the approximate IT amount? (either percentage or dollar amount) Used for the tier determination.

2. Project Classification – Determining Tier based on Total Project Development

- | | | |
|---------------------------------|---|--|
| <input type="checkbox"/> Tier 1 | IT Costs > \$200,000 or IT Hours > 3500 | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Tier 2 | IT Hours > 500 | <input type="checkbox"/> Enhancement |
| <input type="checkbox"/> Tier 3 | All Others | <input type="checkbox"/> New functionality |

3. Cost Center, Project and Function Codes

Identify the Cost Center, Function and Project Codes for project development. This information will be used for time distribution.

Cost Center	Project	Function	%
Cost Center	Project	Function	%

Identify the Cost Center, Function and Project Codes for ongoing operations. This information will be used for any mainframe charging and for time distribution.

Cost Center	Project	Function	%
Cost Center	Project	Function	%

Have you budgeted for this project? Yes No

4. Presentation of the Business Case

When do you anticipate completion of the business case?

If a Tier 1 project, the business case must be developed and presented to the CIO and Steering Committee that meets twice per month. You will be scheduled for the first meeting after the above date for your presentation to the Steering Committee.

If Tier 2, the CIO will review the Business Case and may request the project be presented to the ITSC.

5. Division Evaluation and Approval – To Be Completed by Division Administrator

- Approved Rejected

Additional Comments (optional):

Preliminary Project Information

Guidelines

[back](#)

The Preliminary Project Information represents the beginning of the Information Technology (IT) Investment Process and documents the project for the annual operating budget and SLA. Completion adds tier 1 and 2 projects to the DWD project portfolio and allows identification of potential collaboration with other projects and/or leverage of existing IT investments.

The Project Sponsor (the business owner of the project) will be considered the point of contact regarding project details unless a different project contact has been identified. The Project Sponsor completes the Preliminary Project Information as completely as possible and sends it to the Division Administrator for review and approval. The Division Administrator forwards this form to the CIO.

The CIO reviews the information and:

1. Verifies that the project aligns with DWD's strategic plans and IT investment strategies;
2. Identifies possible enterprise opportunities;
3. If necessary, schedules the project business case for presentation to the ITSC.

The CIO will notify the Division Administrator and Project Sponsor of the need for a presentation of the business case to the ITSC. The presentation will be scheduled at the convenience of the Division Administrator and Project Sponsor.

Basic guidelines to follow when completing this information:

1. Be as clear and concise as possible since this information will be read by individuals unfamiliar with the project.
2. Spell out acronyms;
3. Add information the CIO or STEERING COMMITTEE may find helpful;

Questions regarding the completion of this evaluation should be directed to the Office of the CIO.

[Back](#)