

Executive Summary

Project Name:
Project Sponsor:
Prepared By:
Date:
Project Contact:
Task Code from ITPP:

1. Project Description

2. Strategic Alignment

Does the project conform to the division's strategic plan, the department's strategic plan and the IT standards? If not, please explain.

3. Enterprise Collaboration

Identify components or functions of this project that might be usable or leveraged by other business entities.

Identify components or functions that already exist (either in another system or with purchased software) that this project will re-use or leverage.

What business units, divisions, agencies, partners are collaborating on this project?

4. Project Schedule

What are the project estimated start and end dates and key milestones?

5. Business Case

List key benefits.

What are the total estimated Project costs over 5 years? (from cost benefit analysis – include business, facility, IT, etc. costs)

What are the total estimated Project net savings over 5 years? (from cost benefit analysis – include business, facility, IT, etc. costs)

What are the projected one-time costs?

6. Budget

Is the budget covered by the Base Budget or is this a Biennial Budget issue?

Executive Summary

7. Risks

What level of oversight is required based on the risk and severity assessment?

- CIO
- ITSC
- DEG

Describe the major risks and indicate if there is a plan for mitigation.

8. Other Significant Issues

List any significant issues that will influence the decision to support this project.

Executive Summary

Process Evaluation – *The following section is intended to elicit your feedback on the tools used to capture information within the IT Investment Process. Your comments will be used to evaluate the effectiveness of the process and tools from the participant's perspective and to identify opportunities for improvement. Please take a few minutes to complete this section when you have completed the rest of the tool. Your feedback is greatly appreciated.*

How long did it take you to complete this form?

Did the effort help you in evaluating/planning/managing the project?

What suggestions do you have for changes?