DETAILS

<Information regarding the OneIT Governance process, including when this form should be filled out, can be found [here](https://oneit.uiowa.edu/governance-structures-and-roles)>

<Before this document is filled out, please submit a project request [using this form](https://app.smartsheet.com/b/form/6a1bac5a4a694f3794cd2ba573810c2a)>

<Instructions and supplemental info that will help you fill out this document can be found[here](https://itpmo.uiowa.edu/project-document-supplemental-info)>

Project Name: Click here to enter text.

Project PIN Number: Click here to enter text.

Project Lead: Click here to enter text.

Project Manager: Click here to enter text.

Exec Committee Sponsor: Click here to enter text.

**Related Projects:**  Click here to enter text.

DISCOVERY

This section should provide a high-level overview of the project, including what the project aims to achieve, why it is important, how it will be accomplished, and the estimated costs. This helps get key stakeholders on the same page before major efforts begin.

WHAT WE ARE DOING

*<Delete me - Give an overview of what you are trying to accomplish by pursuing this effort>*

WHY WE SHOULD DO THIS

*<Delete me - Explain why this effort is worth pursuing>*

HOW IT WILL BE DONE

*<Delete me - Explain what it will take to complete this effort and provide a high-level estimated timeframe>*

WHAT THIS WILL COST

*<Delete me - At this point estimates are meant to be be reasonable guesses; more accurate costs should be outlined in the planning phase>*

**Labor Estimate:**

*<Delete me -how many total labor hours across all workgroups do you think it will take to implement this project.>*

**Cost Estimated**

*<Delete me – How much money will we need to spend?>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Costs | Onetime Project Cost | Ongoing Year 1 | Ongoing Year 2 | Ongoing Year 3 |
| Hardware |  |  |  |  |
| Software & Licensing |  |  |  |  |
| Vendor Annual Support |  |  |  |  |
| Internal Labor |  |  |  |  |

\*ITS Labor=$95/hour unless otherwise noted

STAKEHOLDER REGISTER

*<Delete me - This section should outline the team members and the stakeholders who will be involved in the project, their roles and responsibility on the project. If the specific team member is not known designate the role that is needed and fill out the name later.>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Department** | **Responsibility** |
| [Name] | Project Lead | ITS | Overall project oversight |
| [Name] | Project Manager | ITS | Day-to-day project management |
| [Name] | Sponsor |  | Strategic decision making |
| [Name] | Team Member 1 |  | Subject Matter Expert |
| [Name] | Stakeholder 1 |  | Collegiate Director, insight and feedback |

SCORING

The purpose of the scoring section is to provide an assessment of the scores that have been assigned to the project in Smartsheet. It will allow others to better understand the thought process behind each score and promote productive conversations.

|  |  |  |
| --- | --- | --- |
| Criteria  | Score | Assessment |
| Strategic Alignment | Choose One |  |
| Organizational Value | Choose One |  |
| Risk Avoidance | Choose One |  |
| Technology Planning | Choose One |  |
| Efficiencies Gained | Choose One |  |
| Total Score |  |  |

\*These scores should match the scores that have been assigned in Smartsheet.

\* Remaining sections only required for impact classifications of moderate or high \*

PROJECT PLAN

This section should provide a comprehensive overview of the project’s scope, requirements, milestones, team members, stakeholders, budget & communication plan. Detailed schedule and task assignments should be managed using the project lead and managers preferred project management tool.

PROJECT SCOPE

*<Delete me – Please state what you would consider to be in scope for this project and what is out of scope. This is intended to help prevent scope creep.>*

In scope:

Out of scope:

PROJECT REQUIREMENTS / DELIVERABLES

*<Delete me - This section should outline the specific requirements and deliverables for the project. Include detailed descriptions of each deliverable, the criteria for acceptance, and any dependencies or constraints>*

PROJECT MILESTONES

*<Delete me - This section should outline the key milestones for the project. Include a brief description of each milestone, the expected start and end dates. Detailed schedules and task assignments should be managed in your preferred project management tool.>*

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Estimated Start | Estimated End |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

REFINED PROJECT BUDGET

*<Delete me - For this section costs are meant to be the actual budget based on vendor quotes, etc.>*

The proposed project budget is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Onetime Project Cost** | **Ongoing Year 1** | **Ongoing Year 2** | **Ongoing Year 3** |
| Hardware |  |  |  |  |
| Software & Licensing |  |  |  |  |
| Vendor Annual Support |  |  |  |  |
| Internal Labor |  |  |  |  |
|  |  |  |  |  |

\*ITS Labor=$95/hour unless otherwise noted

**ITS Labor Hours – Estimates by workgroup**

|  |  |  |
| --- | --- | --- |
| **Team** | **Project Labor Estimate** | **Ongoing Annual Support Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

COMMUNICATIONS PLAN

*<Delete me - This section should define the various individuals or groups that will need to be communicated with throughout the project. Include the target audience, primary contact, purpose/description of the communication, and the preferred communication method (e.g., push, pull, interactive).>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Audience** | **Primary Contact** | **Purpose of Communication** | **Communication Method  (Push, Pull, Interactive)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

RISK MANAGEMENT PLAN - Optional

*<Delete me - Identify and document potential risks to your project. Assess each risk, the likelihood of occurrence, and the impact the risk has on the project. Develop risk mitigation strategies to address each identified risk.>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Number** | **Risk Description** | **Likelihood (H,M,L)** | **Impact (H,M,L)** | **Mitigation Strategy** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

CHANGE CONTROL PLAN – Optional

*<Delete me - Provide a change management process for changes to project scope, schedule, budget, and quality. Define how changes will be identified, evaluated, assigned, and tracked for resolutions>*

METRICS / KEY PERFORMANCE INDICATORS – Optional

<Delete me - List the important metrics and/or key performance indicators that you will be gathering and tracking as the project is implemented. Include specific targets or benchmarks for each metric and describe how the data will be collected and reported.>

DISASTER RECOVERY / BUSINESS CONTINUITY – Optional

*< Delete me - Will this effort have any disaster recovery or business continuity implications? If so, please outline those in this section. If you have questions, contact* **its-drprogram@iowa.uiowa.edu***>*

STATUS UPDATES

The section should be updated during each phase of the project to reflect the status of that phase. These are meant to be formal status updates as they are needed. Regular updates should be added to comments in Smartsheet.

SUMMARY OF STATUS

*<Delete me - Provide and overall assessment on the status of the project>*

STATUS PER PHASE

*<Delete me – For each phase summarize the progress made since the last status report and outline accomplishments, challenges or issues that need to be addressed >*

Phase 1: Initiation

<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>

Phase 2: Planning

<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>

Phase 3: Implementation

<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>

Phase 4: Closeout

<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>

LESSONS LEARNED

This section is filled out when its time to officially recognizes the end of a project. It identifies lessons learned, recommendations for future actions and process improvements.

WHAT WENT WELL

*<Delete me – Provide a summary of the activities, procedures, and policies that could have been improved throughout the project.>*

RECOMMENDATIONS FOR FURTHER ACTION–WHAT TASKS ARE STILL LEFT?

*<Delete me – Provide a summary of recommendations for further action regarding the project. (Example: additional, exploration, follow-up project, revisit project in the future, etc.)>*

PROCESS IMPROVEMENT–WHAT CAN BE DONE BETTER ON FUTURE PROJECTS?

*<Delete me – Provide a summary of recommendations that can be used on future projects.>*

BUDGET ESTIMATES VS ACTUALS - Optional

*<Delete me – Provide an analysis of significant variance between estimated budget and actual cost. If no variance, do not fill out this section.>*