

Buffalo State College
Project Request

Requestor Information

Your Name:
Dept and Campus Address:
Email:
Phone:

Request Date:

Project Description

Project Name: List how you want to refer to this project.

**Description/
Purpose:** Briefly describe the work you are requesting and its overall purpose.

Strategic Alignment: Describe how this project aligns with Buffalo State's Strategic Plan. Reference Strategic Plan Initiatives or Action Steps or your organization's Operational Plan. (see: <http://www.buffalostate.edu/strategicplanning/plan2008.xml>)

Impact: Estimate how many persons this project will impact, and describe how it will impact them.

Support: List the names and titles of anyone in your direct, upward line of supervision who is aware of, and actively supports, this project.

Cost: Estimate the dollars that will be spent externally for this project (initial and on-going), i.e., funds to be paid to outside parties for software, services, hardware, etc.

Benefit: Describe advantages from productivity or business process improvement, cost savings, or revenue opportunity (estimate \$\$ of cost savings or revenue).

Mandatory?: Describe the level to which this initiative is suggested or required by policies, laws, or regulation.

Risk: Describe any disruption or danger to the college if this effort is undertaken, and/or if it is NOT undertaken.

Urgency: Describe extent to which realizing the benefits is dependent upon time. List and describe any deadline dates involved.

Funding: Indicate whether or not funding has been identified for expected initial and on-going costs. If Yes, indicate source of funding. If No, describe plans/suggestions for obtaining funds.

Background

Timeline: Describe the timeline you envision: Start date, go-live or end date, milestones and milestone dates.

Interfaces: List any other systems which will interact with, or be affected by the system in question.

Dependencies: If applicable, describe associated projects or efforts on campus which will affect project success.

Requirements: List any particular requirements in regard to user-interfaces, system performance, etc.

Participants: List the persons who will be assigned to this project. Include: Primary functional contact, secondary contacts, and estimated work-hrs per week available to work on this project.

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- Communication:** Describe any needs for official communications or announcements, and any existing plans for filling those needs. Include any need from any other departments for assistance in this area.
- Training and Documentation:**
Estimate how many systems users will need training as a result of this new system, change, or upgrade
--Describe any existing plans for providing the training and documentation (manuals, user guides, etc) necessary. Indicate any need from the Computing Help Desk or Application Support Desk assistance in this area for initial and on-going support.
- Collaboration:** List any other Buffalo State departments or persons contacted in this effort or any outside parties contacted (e.g., higher-ed institutions, outside vendors, etc.). Include any preliminary conversation with ISAS, any software purchases, personnel adjustments, etc.
- Security Issues:** Describe security issues e.g., Social Security No. storage, need for secure log-in or limited access.
- Obstacles:** Describe any obstacles to success that you foresee.
- Alternative Solutions:** If applicable, describe any alternative solutions you have considered, or would like ISAS to consider.
- Other:** Provide any further information you wish to share about this project, relative to scope, objectives, consequences, etc.