PROJECT DETAILS

Project Name: Click here to enter text.

Project Lead: Click here to enter text.

Project Manager: Click here to enter text.

Sponsor: Click here to enter text.

**Project Type:**  Choose One

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

PROJECT CLASSIFICATION

**Project Complexity**

High - Deliverables & requirements have elements that are complex and/or the technology is new to campus

Medium - Deliverables & requirements, & technology are mostly understood

Low - Deliverables & requirements & technology are well understood

Project Impact

High > 1000 users, or significant change, or highly political

Medium ~ 51-1000 users, or moderate change, or moderate political interest

Low < 50 users, or minimal change, or minimal political interest

Project Resources

High > 10 people, or 1000 hours of effort, or Capital funding > $100,000

Medium ~ 5-10 people, or 500-999 hours of effort, or Capital funding

Low < 5 people, or less than 500 hours of effort, or Capital funding < $25,000

Project Urgency

High - Project has aggressive deadlines

Medium - Project has a flexible completion date

Low - Project has no required completion date

Governance - If high has been selected for any of the classifications above, either Enterprise or Needs Review should be selected.

Enterprise - high cost, impact, or resources, strategic shift or complex

Needs Review - project requires additional review and will be sent to the Operations Team

Local - low dollars and resources, minimal impact

Governance Next Step:

WHAT WE ARE DOING

WHY WE SHOULD DO THIS

HOW IT WILL BE DONE

WHO DO WE NEED TO COMMUNICATE WITH

WHAT THIS WILL COST

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 |
| Hardware |  |  |  |
| Software & Licensing |  |  |  |
| Labor |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*ITS Labor=$95/hour

**Estimated ITS Labor Hours**

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