

Technology-enabled Project Planning Request

Requestor's Name:

Project Name:

Business unit or academic sponsor:

Executive Steering Committee Sponsor [place a check next to the ESC member who has agreed to sponsor this project]:

- ☐ Pati Alexander
- ☐ Joan Canty
- ☐ Allen Henderson
- ☐ Marcus Kerr
- ☐ Karen Montgomery
- ☐ John Veilleux

Project Description [write a brief description – 3 sentences or less – of what you want to do]:

Benefit to the institution [place a check next to the item that best defines the benefit and answer the questions below the item you selected]:

☐ Increase Revenue

How much more money will the University make next year because of this?

Who will this money come from (students, alumni, other)?

☐ Decrease Costs

How much will your department's budget decrease next year?

Which budget line(s) will go down?

☐ Improved Quality/Productivity

Which position(s) will perform better?

What activity will be done better/faster?

☐ Comply with laws/standards/regulations

Which law/standard/regulation will this allow us to comply with?

Additional information (optional):

How much money do you currently have available in your budget for this project?