ESAC / ITS - PROJECT CHECKLIST
(Required checklist for approval by the Enterprise Systems Advisory Committee)

(Project Implementation Details)

In working with one or more ITS project managers your team will research, investigate and detail the proposed system you are considering. Please include the details surrounding costs, timelines and the overall effort involved in implementing this proposed project. This checklist will be used in your formal presentation to the Enterprise Systems Advisory Committee (ESAC):

1. **Proposed solution** – In a brief narrative, please describe the proposed system or solution that will be presented to the ESAC.

2. **Justification** – In a brief detailed summary – please address the following:
   a) **Options and/or products considered** – Please provide a summary of the products and/or options you considered before deciding on a proposed solution.
   b) **Considerations and impacts to existing systems** – Please briefly describe any impact to existing systems or processes that might be affected by the proposed new system.
   c) **Proposed new system** – Please describe the proposed new system and how it will address your business needs.

3. **Costs** – Provide an estimate of the anticipated costs over a 3-year period:
   a) **Non-recurring costs/Capital costs** – Please provide a detailed summary of the non-recurring costs associated with this proposed system.
   b) **Recurring Costs** – Please provide information about the recurring costs associated with this proposed system.

4. **Funding Sources** – Which business units or departments will cover the costs detailed in the above Costs section? (Before going to bid on any new system, Procurement Services will require this specific budget information.)

5. **Executive Sponsor and Business Owner(s)** – Who is the executive sponsor for this proposed system or project? What are the expectations and details surrounding the individuals who will implement, support and maintain this proposed new system?

6. **Projected implementation timeline** – Please provide the projected implementation timeline(s) for the proposed system. (Is there a sample project plan from the vendor or from others schools that have had similar project implementations?)

7. **Other relevant information and/or issues** – Please provide the ESAC with any other relevant documentation or information that will help describe the functionality of the proposed new system. Also, please describe any additional issues that might affect the implementation of this system.