IT Project Scope Form	
Project Title:	**Project Number:**
Project Leader/Manager:	**Anticipated Project Start Date:**
Sponsor:	**Date Prepared:**
Project Risk Level:	**Estimated Completion Date:**

Team Members: *(at a minimum include the core team members)*

Examples of who could be included in the Team Members section are:
- Note: as appropriate, include both internal (IT) and external team members.
- Can be any combination of individuals, groups, teams, or organizations.
- Include the core team members directly responsible for project deliverables.
- Optionally include supporting team members who contribute to project deliverables.

Purpose of Project: *(high-level narrative regarding what this project is expected to accomplish & its benefits)*

Examples of what could be included in the Purpose of Project section are:
- Give a concise goal statement.
- What is being accomplished?
- What are the major benefits expected from this project?

Background: *(brief narrative regarding what led to this project proposal)*

Examples of what could be included in the Background section are:
- Provide a brief project history.
- Justification of why this project should be done.
- What are the expected consequences of this project?
- What makes this project unique or special?

Deliverables: *(a sampling of key deliverables)*

Examples of what could be included in the Deliverables section are:
- What are the major outputs of the project, including quantities?
- What are measures of project success?

- What is promised to the "customer"?
- As appropriate, attach a software requirements specification document.

Stakeholders: *(those involved in or who may be affected by project activities)*

Examples of what could be included in the Stakeholders section are:
- List all internal (IT) teams affected by the project (e.g., Network, Datatel etc.)
- List college non-IT, individuals or organizations, involved in or affected by the project.
- Committee members.
- List other stakeholders and identify customers of this project or service.

Resource Requirements: *(resources likely to be required, an estimated timeline, costs & potential project boundaries, has funding been allocated for this project (yes, no) provide budget code below.)*

Examples of what could be included in the Resource Requirements section are:
- Benefit/Cost Analysis (not necessarily monetary)
- Estimated life cycle costs to include, e.g., costs to implement the product or service; ongoing production costs; procurements, such as, major hardware/software purchases. Use the life cycle cost summary table below.
- Estimated data storage requirements and costs.
- Cross-organizational personnel requirements.
- Estimated training needs and costs.
- Broad timeline including project start, finish, and major milestones.
- Identify implementation schedule conflicts through use of the IT Critical Dates Calendar.
- List boundaries or limits on the project team, e.g., empowerment, budget, resources, etc.

Life Cycle Cost:

	Year 1	Year 2	Year 3	Year 4	Year 5
Implementation:	$	$	$	$	$
Maintenance/ Support:	$	$	$	$	$
Procurements:	$	$	$	$	$
Totals:	$	$	$	$	$

Life Cycle Cost: $ Budget Code:

Operations & Support: *(define product ownership and who is responsible for product maintenance & support)*

Examples of what could be included in the Operations & Support section are:
- Identify responsibility for Knowledgebase & web documentation.
- Identify team responsible for production ownership & maintenance.
- Identify team responsible for product support (e.g. functional team).
- Identify any needed training.
- Any communications and marketing of this product or service.

Safety, Security, & Risks: *(potential project safety and security enhancements, security exposures, issues and risks, & mitigation)*

- Personally Identifying Information (PII): Is data handled according to the Standard for Storing and Transmitting Personally Identifying Information?
- Regulatory Compliance: Are project components compliant with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Payment Card Industry (PCI), etc?
  - o Registrar information on Family Educational Rights and Privacy Act (FERPA)
  - o Family Educational Rights and Privacy Act (FERPA)
  - o Health Insurance Portability and Accountability Act (HIPAA)
  - o Gramm-Leach-Bliley Act (GLBA)
  - o Payment Card Industry (PCI)

Examples of what could be included in the Safety, Security, & Risks section are (for example):

- Describe potential enhancements to personal safety and data security for the university, as a result of doing this project.
- Identify possible or known political or image exposures likely to result from this project.
- Identify possible or known IT security exposures for this project.
- Identify project risks for things like, acquisition, budget, personnel, contract, timeline, expectations, support, and training.
- For each identified issue or risk, identify at least one mitigation measure or a contingency plan.

Issues and Risks	Risk Mitigation or Contingency
1.	1.
2.	2.
3.	3.

<u>Approvals:</u>

Duplicate or delete signature blocks as needed.
Requested by: (e.g., project manager)

_____

  Printed name, Signature, Date

Requested by: (Requestor) _____

_____

  Printed name, Signature, Date

Approved by: (Supervisor) _____

_____

  Printed name, Signature, Date

Approved by: (CIO) _____

_____

  Printed name, Signature, Date