

GOVERNANCE REVIEW: MM/DD/YYYY

KEY PROJECT STAKEHOLDERS:

BUSINESS DRIVER:	Required Maintenance - necessary to keep systems running	ITS PROJECT PORTFOLIO:	XXXXXXX
SPONSOR NAME:	T will pay for it	ITS OWNER:	XXXXXXX
SPONSOR ORG:	ITS PPMO	ITS PROJECT MANAGER:	XXXXXXX
SPONSOR POC:	PMO	SPONSOR PROJECT MANAGER:	PMO
IMPACT GROUP:	Faculty & Staff	IMPACT SCORE:	22.5
IMPACT SCOPE:	All	EFFORT SCORE:	34.8
REQUESTED START:	6/1/2019	EXPECTED DURATION:	Less than 1 month
AUDIT TASK NUMBER(S):	[list all audit task number(s) associated with this project or enter n/a]		
ITS SERVICE TICKET(S):	[list all related ITS PPMO, ITS Communications, and ITS ASRB service tickets]		
LINK TO PROJECT INVENTORY RECORD:	<<EPMO_Record_Link>>		

REQUEST OVERVIEW:

A project name should start with a verb to designate an action that the project will take. Examples include Create, Develop, Implement, Move, Remove, Modify, Eliminate, Assess, and Analyze. To provide a public facing summary report as an example to be posted on the ITS PPMO web page rather than expose potentially sensitive project information on a public web presence.

SOLUTION OVERVIEW:

An interesting but meaningless business case PCW document that can be used as a source for the Summary Request Mailmerge Document.

Alternate Solution Considered: Using a blank Summary Request Document with no real data

BENEFITS/PROJECT IMPACT:

STRATEGIC PLAN ALIGNMENT:

There is none

BENEFIT AREA	OVERVIEW
STAKEHOLDERS & CUSTOMERS WHO BENEFIT:	Doesn't benefit students More than 1000 faculty/staff External Stakeholders: No External Constituent Benefit
EST. FINANCIAL BENEFITS:	Annual Savings - Less than \$10,000/year
EST. CUSTOMER SATISFACTION IMPROVEMENT:	No Improvement to Very Minimal
EST. EFFICIENCY IMPROVEMENTS:	Saves 1-5 hrs. per month for each key customer Does not eliminate applications

RISK OVERVIEW:

There is no Risk

OTHER IMPACT CONSIDERATIONS:

Not today

COSTS / EFFORT:

COST AREA	IMPLEMENTATION	ON-GOING OPERATIONS
ITS STAFF:	1-2 ITS Staff Members Needed	1-2 ITS Staff Members Needed
NON-ITS STAFF:	No Departmental Staff Needed	No Departmental Staff Needed
COSTS:	No implementation costs	Less than \$20,000
PARTICIPATING DEPARTMENTS:	More than 5 Departments	

OTHER EFFORT CONSIDERATIONS:

PROJECT REPORTING CLASSIFICATION:

This project DOES NOT include software or application development; Total Project cost estimated to be greater than \$1,000,000; Mission Critical, Administrative Focused

This is classified as a State Major Project. State Major projects at Mason are captured and reported to the Virginia Information Technology Agency (VITA) via a list as part of Mason's Level II reporting requirements. Should additional information be requested, Mason will provide it.

EXPECTED BUSINESS PROCESS CHANGES:

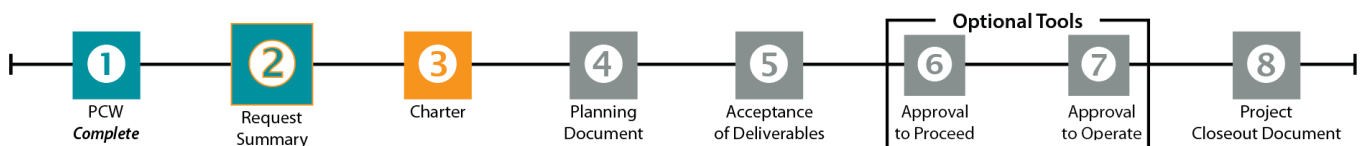
One business process changes

DEPENDENCIES:

None - routine change with 1 system

OTHER:

None at this time



NEXT: PROJECT CHARTER