# [Insert Project Name Here]

# Project Summary

**Business Sponsor:** Click here to enter text.

## **HUIT Sponsor:** Click here to enter text.

## **Submitted By:** Click here to enter text.

## **Total Project Budget:** Click here to enter text.

## **Annual On-Going Operating Cost:** Click here to enter text.

## **Problem Statement**

[Summarize problem here.]

## **Proposed Solution**

[Summarize solution here.]

## **Special Circumstances**

[If there are special circumstances or other important elements, summarize them here.]

# Project Details

## **Business Owner (Department and Name):** Click here to enter text.

## **Alignment with Mission:** Choose an item.

## **Desired Start and End Dates:** Click here to enter text.

## **Alternatives/Solutions Considered**

[List alternatives to the proposed solution here.]

## **Is this problem specific to FAS? If not, please explain.**

Click here to enter text.

## **Who will this project benefit, and how?**

Click here to enter text.

## **Who else will be affected by this project, and how?**

Click here to enter text.

## **Do you have any funding to contribute to this project?**

Click here to enter text.

## **What funding and resources are available to maintain this system in subsequent years?**

Click here to enter text.

## **What is the risk of deferral of this problem – i.e., what happens if nothing is done?**

Click here to enter text.

## **What is your contingency plan if this project does not get approved?**

Click here to enter text.

## **Would you like to add any additional information about the project?**

Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Impact/Risk Criteria + Description** | | | **Impact Range** | | |
| **Shade the box yellow that most accurately reflects**  **the different aspects of risk and impact** | | |
| **Category** | **Criteria** | **Description** | ***High*** | ***Moderate*** | ***Low*** |
| **Business Impact / Benefit** | **User Functionality** | ***Ability of users to accomplish new or additional tasks*** | Functionality significantly improved and is critical to operations | Functionality significantly improved | Functionality slightly improved |
| **Operational Efficiency** | ***Impact on the efficiency at which users perform existing tasks*** | Efficiency is significantly improved and work is transformed | Efficiency is significantly improved | Efficiency is improved |
| **Breadth** | ***Number of primary system users*** | > 750 | 76 - 750 | 1 - 75 |
| ***Number of downstream beneficiaries*** | > 750 | 76 - 750 | 1 - 75 |
| **Frequency** | ***How often would a primary system user benefit?*** | Daily - Weekly | Weekly - Monthly | > Monthly |
| **Risk** | **Security** | [Harvard data confidentiality level (http://security.harvard.edu/dct)](http://security.harvard.edu/dct) | [Levels 4-5](http://security.harvard.edu/dct) | [Levels 2-3](http://security.harvard.edu/dct) | [Level 1](http://security.harvard.edu/dct) |
| **Compliance** | ***Risk of non-compliance with legal, regulatory, or policy requirements*** | Critical risk and liability for non-compliance | Moderate risk and liability for non-compliance | Low risk and liability for non-compliance |
| **Business Continuity** | ***Impact on day-to-day business if system is unavailable*** | Significant business impact if outage is > 1 hr | Significant business impact if outage is > 1 day | Low-moderate impact if system is unavailable |
| **Risk of Deferral** | ***Impact if project is deferred*** | No available alternatives | Alternatives are significantly difficult or costly | Alternatives are moderately difficult |
| **Urgency** | ***When is the risk of deferral (outlined above) likely to occur?*** | < 1 year | 1 - 2 years | > 2 years |