



# THE UNIVERSITY OF TEXAS-PAN AMERICAN

Division of Information Technology

Project Proposal Form

Please save the form as a PDF and E-mail to [pmo@utpa.edu](mailto:pmo@utpa.edu)

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Instructions: Please answer each item listed below. Incomplete forms will be returned to the requester. A Project Manager will be assigned to work with the requester to determine the project size and to obtain the necessary approvals to initiate this project.

**Name of Submitter:** *(Name of the person submitting the proposal form)*

**Email address:** *(Email address of the person submitting the form)*

**Project Name:** *(What is the project going to be called?)*

**Issue:** *(What is the Business Issue that this project will solve?)*

**Anticipated Outcomes:** *(List what you expect to gain from this project)*

**Recommendation:** *(What is your recommendation to solve the issue and gain the anticipated outcomes?)*

**Justification:** *(Why do we need to do this project?)*

**Cost:** *(What is the estimated cost breakdown for this project? Include all costs, personnel, hardware, software, licenses, etc.)*



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**Goals/Milestones:** *(What are the essential goals and milestones necessary for the project to be completed properly?)*

**Timeline:** *(Is there a set timeline for the project? If so, then what is it?)*

**Divisions/Departments Affected:** *(List all of the divisions/departments that will be affected by your project)*

**Groups Affected:** *(List all of the groups who will be affected by your project - i.e. Students, Faculty, Staff, etc.)*

**Scope:** What are you trying to achieve at the end of this project and how clear is your understanding of the work that needs to be done?

**Departments:** *(Including IT, how many departments will need to be involved in your project?)*

**Personnel:** *(Including IT, how many personnel will need to be involved in your project?)*

**Systems:** *(How many systems will need to be integrated by your project now or in the future?)*



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**Customers:** *(How many customers will be affected by your project?)*

**Skill Set:** *(What is your confidence level in the staff or vendor who will be conducting your project?)*

**Data:** *(What type of data will either be stored or pass through the systems involved in your project? How complex is the system you are trying to integrate? What type of security is required for your system? Will any type of HIPAA, FERPA or other such data pass through or be stored in the systems involved in your project?)*

**Deadline:** *(Does your project have a mandated deadline? Is the deadline internally or externally mandated?)*

**Flexibility:** *(How flexible are the timeline and deadline for your project? If your project is on a short time frame and the PMO receives your project too close to the deadline it could mean your project will either miss the deadline or negatively affect several other projects. If your timeline is inflexible or you require the project to be completed in a short period of time please explain why your project should be given priority)*

**Tools/Applications:** *(Are you aware of any existing tools or software applications that may meet your needs?)*