

Project Proposal Intake Form

Scored Questions

Currently in revision

1. Project name:
2. Who can answer questions about this project?
3. Contact person's email address:
4. Contact person's phone number:
5. Project sponsor:
6. Project sponsor's campus unit:
7. Project sponsor's working title:
8. Project description: *From a business point-of-view, what are you proposing to do?*
9. Select a category that describes the reason/s for the project: *(check all that apply)*
 - Improved/new capabilities
 - Consolidation
 - Cost savings
 - Efficiency
 - Better user experience
 - Risk management/mitigation
 - Exploration/innovation
 - Increase revenue
 - Regulatory/compliance
 - Other (w/text box)
10. Why are you proposing to do this? *(Refer back to the category/ies selected in Q. 9 and give a three to five sentence description or link to a business case document.)*
11. Has a solution or general approach been chosen?
 - Yes
 - No
 - 11.a If Yes, select the approach: *(provide a dropdown list; Build, buy, modify existing, other...)*
 - 11.b What other solutions or approaches were considered?
12. Select which categories of the Campus Strategic Framework are supported by this project: <https://chancellor.wisc.edu/strategicplan2/> (Check all that apply)
 - Educational Experience
 - Research and Scholarship
 - The Wisconsin Idea
 - Our People
 - Resource Stewardship

13. Is your project creating a service that are essentially similar to any service in the current Service Inventory (link to a list) or replacing/significantly modifying an existing service?

Yes

No

13.a If yes, what existing, similar shared service/s did you identify or what existing shared service will you modify? (please refer to Service Catalog IDs)

13.b What additional value will this proposed service or modification provide? (Is it cost effective? What differentiates it from similar existing services?)

14. If this project will create a new service, does it have the potential to become or replace a campus-wide shared service?

Yes

No

14.a If yes, please comment on other units that could make use of the solution (optional).

15. Are there projects in the project portfolio database that are essentially similar to what your project will create or modify?

Yes

No

15.a If yes, what existing, similar project/s did you identify? (Collect project name or id)

15.b What additional value will this proposed project provide? (Is it cost effective?)

16. Will the project collect, store, or access data that must be kept private? (For example, data classified as sensitive or restricted by FERPA, HIPAA, or other policies?) <https://kb.wisc.edu/itpolicy/cio-data-classification-policy>

Yes – Please review campus policies regarding handling of sensitive data (Link TBD)

No

16.a If yes, has Cybersecurity been engaged to help evaluate the project?

Yes

No - Please contact Cybersecurity at cybersecurity@cio.wisc.edu

17. What is the estimated total IT cost to implement the project? (Includes software/hardware purchases, licensing, IT staff time, etc.)

Less than \$100,000

\$100,000 to \$499,999

\$500,000 or more

18. What are the estimated hours of UW-Madison IT staff time needed to implement the project?

Less than 500 hours

500 to 4,999 hours

5,000 hours

19. What is the estimated total IT cost to operate/maintain the solution for the first three years after implementation (Includes software/hardware maintenance and licensing, IT staff time, etc.)?

Less than \$100,000

\$100,000 to \$499,999

\$500,000 or more

20. Will this include an external purchase?

Yes – Please review campus purchasing policies (Link TBD)

No

20.a If yes, has procurement authority been established (Simplified Bid, RFB, RFP)?

Yes

No – Please contact Purchasing Services at purch@bussvc.wisc.edu

21. Is your project fully funded?

Yes

No

22. Do you anticipate that the solution may require increasing the capacity of existing UW-Madison infrastructure (ex; network, storage, datacenter allocation, cooling, power...)?

Yes

No

Unknown (I am requesting consulting)

23. What is the scope of the project impact?

Department/Divisional

Two or more divisions

Central/campus-wide/UW System

24. What are the roles of end users/consumers impacted by the project?

Department staff, faculty/instructors only

Divisional staff, faculty/instructors, limited (credit or non-credit) student cohort or external partners

Large campus-wide faculty/instructors, staff, (credit or non-credit) student cohort; or the public

25. What is the total number of people directly or indirectly affected by the solution?

Less than 1,000

1,000 to 9,999

10,000 or more

26. Which Technical Advisory Groups on campus should be made aware of the project?

Divisional TAG (See [Divisional Technology Advisory Group](#) for description)

Teaching and Learning TAG (See [Teaching and Learning Technology Advisory Group](#) for description)

Research TAG (see [Research Technology Advisory Group](#) for description)

Infrastructure TAG (see [Infrastructure Advisory Group](#) for description)

27. Submit date: *[auto-populated]*