



# IRT Strategic Project Proposal

**Project Title:**

**Problem/Opportunity:**

- Briefly summarize the problem or opportunity you propose to address. Write this in terms of the organizational problem being addressed, *not* in terms of the solution needed.

**Link to Strategic Planning and Mandates:** This will link the project to the university strategy it supports. Please select one.

- Community Collaboration
- Increase Campus Diversity, Inclusion, and Equity
- Increase Philanthropic Giving
- Safety
- Student Success

**Main Goal Statement:**

- This section defines the one central outcome that gives purpose and direction to the project, and that address the problem or opportunity identified above.

**Objective(s):**

- Objectives are specific, measurable, and timed outcomes of the project that are stated in terms of the problem solutions or opportunities users will experience.

**Division/College Name:**

**Executive Sponsor:**

- Each project must have an executive sponsor.

**Sponsor Name:**

- An AVP or Director. May be the same as Executive Sponsor.

**Area Lead:**

- The person in your area who will help lead the following: document requirements, bring in appropriate resources (e.g., faculty, students, staff, etc.), and oversee tasks, testing and training.

**Functional Team and Other Resources:**

- Please do your best to define the non-IT personnel needed for your project, as well as your best estimate of the number of hours needed from those project team members. Projects with named resources are preferred.

**Dependencies and Risks:**

- Is the success of the project dependent on other factors?
- Are there significant risks to proper completion of the project or objectives? (When assigned, the IT project manager will work with you on a one page risk evaluation).

**Acct/Dept:** Used to specify under which department in your organization this project falls.

**Priority:**

- What is the priority of this project proposal? Priority Options: 1, 2, 3, 4, 5, 6, 7, etc.



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Please feel free to add any other information, or attach documents which will be helpful in understanding the project.

Questions or need help filling out this form?

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