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| --- | --- | --- | --- |
| **Project Name**: | | | |
| **Business Case Requestor Name**: | | | **Request Date**:Click here to enter a date. |
| **Project Owner/Project Sponsor**: | | | |
| **Functionality Requested Date** (Fiscal Yr. /Qtr.): | | **Expected Project Start Date**: Click here to enter a date. | |
| Operational Efficiency Goal Enable Business Processes  Enrich Teaching/Learning/Research  Enhance Core IT Capabilities Secure & Synchronize IT  Facilitate Information sharing & Decision Making | | | |
| **Type of Request :**  Mandate  Innovation/New Capability  Efficiency (Savings/Avoidance /Improvement)  Security/University Compliance | | | |
| **OCIO Service Portfolio Impact**  Project will create a new OCIO Service  Project will improve an existing OCIO Service (e.g. add new features/functionality)  Project will retire an existing OCIO Service (i.e. service will no longer exist) | | | |
| **Project Classification** :  **Class 1**  **Class 2**  **Class 3** | | | |
| **Date Prepared/Revised:** Click here to enter a date. | **Version #:** | | |

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| **Project Description/Business Issue/Opportunity /Justification** *Explain the current opportunity/situation/problem and why it should be changed, improved, or resolved.* |
| **Is this project in partnership with any other OCIO or University groups/organizations?**  *If yes, list:* |
| **Project Success Criteria** (Key Performance Indicators).  *Outline all known critical success indicators/factors that apply to this project*   * *Describe specific factors that will indicate the project has met the goal and reach a successful conclusion.* * *Major outputs of the project. What is promised to the “customer “?* * *What are the expected consequences of this project?* |
| **Business Impact of not doing the Proje**c**t:**  *If this Business Case request is not approved, what effect/consequence or Risks will this have?* |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fiscal Year** | | **Cost**  ***Refer to Budget (Financial) Plan*** | | | | | |
| **Fiscal Year** | | **One-Time** | | | | **On-Going** | |
| **FY13** | |  | | | |  | |
| **FY14** | |  | | | |  | |
| **FY15** | |  | | | |  | |
| **FY16** | |  | | | |  | |
| **FY17** | |  | | | |  | |
| **5 Yrs. Total** | |  | | | |  | |
| **Benefits** | | | | | | | |
| **Fiscal Year** | **One-Time** | | **On-Going** | | **Benefits Category**  ***IR****-Increased Revenue*  ***CR****-Cost Reduction*  ***CA****-Cost Avoidance*  ***SR****-Customer-Sponsor Request*  ***RC****-Responsibility, Safety, Health, Legal, or Regulatory/University Compliance* | | **Benefits Beneficiary**  *(OCIO, University, or Other group/ organization)* |
| **FY13** |  | |  | |  | |  |
| **FY14** |  | |  | |  | |  |
| **FY15** |  | |  | |  | |  |
| **FY16** |  | |  | |  | |  |
| **FY17** |  | |  | |  | |  |
| **5 Yrs. Total** |  | |  | |  | |  |
| ***{Refer to Funding summary(Project Financial Spreadsheet)}***  **Cash: Other:**  **PBA : Allocated**: | | | | **Funding Source{*Refer to Funding summary(Project Financial Spreadsheet}***  **Approved  Pending**  **OCIO Funded** **University Funded**  **Other Funded** | | | |
| **Payback Period: < > Yrs.** ***{Identify the time required to recover/recoup funds invested (break-even on the project)}*** | | | | | | | |
| **Financial Benefits Description:** | | | | | | | |
| **Assumptions:** | | | | | | | |
| **Reason for Rejecting the Business Case Request:** | | | | | | | |
| **Approvals:**  **OCIO SL (Signature / Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Sponsor (Signature / Date) ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |