**Project Implementation Details**

Working with one or more ITS directors, your team will research, investigate, and detail the proposed system you are considering. Please include details surrounding costs, timelines, and overall effort involved in implementing this proposed project. This checklist will be used in your formal presentation to the Enterprise Systems Advisory Committee (ESAC).

1. Name and describe proposed solution or system and how it addresses a business need:
2. All systems must (a) demonstrate appropriate security compliance, such as NIST, PCI, or PII, (b) meet requirements of relevant regulatory standards, such as HIPAA or FERPA, and (c) be compatible with SSO and MFA. All systems that collect or process HIPAA, PCI, FERPA, PII, or other restricted data on behalf of the University are required to submit a SOC report annually. Is the system or solution compliant/compatible with (check all that apply):

[ ] NIST security protocol (if applicable)

[ ] PCI security protocol (if applicable)

[ ] HIPAA (if applicable)

[ ] FERPA (if applicable)

[ ] SSO (single sign-on; this is required for all applications)

[ ] MFA (multi-factor authentication/Duo; this is required for all applications)

Other compliance information (describe below):

Click or tap here to enter text.

1. Justification:
	1. Options and/or products considered (summary of products and/or options you considered before deciding on proposed solution):

Click or tap here to enter text.

* 1. Considerations and impacts to existing systems (any impact to existing systems or processes that might be affected by proposed system):
1. Costs (estimate of anticipated costs over a 3-year period):
	1. Non-recurring costs/capital costs (include capital, startup, and other one-time costs):
	2. Recurring costs and frequency
2. Funding sources (indicate what business units or departments will cover costs detailed in Costs section, and include a Banner index number of FOAPAL; Procurement Services requires this specific budget information for bid process):

Click or tap here to enter text.

1. President’s Council member who will serve as executive sponsor for proposed system or project:

Click or tap here to enter text.

1. Primary business owner of proposed system or project:

Click or tap here to enter text.

1. Specify expectations and details surrounding individuals who will implement, support, and maintain proposed system):

Click or tap here to enter text.

1. Choose applicable University Strategic Priority for project:

[ ] [Aggressively Provide Access](https://www.memphis.edu/strategic-plan/goals/initiative-1.php)

[ ] [Create Opportunities To Succeed](https://www.memphis.edu/strategic-plan/goals/initiative-2.php)

[ ] [Outcomes-Focused Academics](https://www.memphis.edu/strategic-plan/goals/initiative-3.php)

[ ] [Strengthen Research Enterprise](https://www.memphis.edu/strategic-plan/goals/initiative-4.php)

[ ] [Recruit, Retain, Reward & Recognize Our People](https://www.memphis.edu/strategic-plan/goals/initiative-5.php)

[ ] [Exemplify Operational Excellence](https://www.memphis.edu/strategic-plan/goals/initiative-6.php)

[ ] [Generate & Steward Financial Resources](https://www.memphis.edu/strategic-plan/goals/initiative-7.php)

1. Projected implementation timeline(s) (include here sample project plans from vendor or from other schools with similar project implementations):

 Click or tap here to enter text.

1. Other relevant information and/or issues (documentation or information that helps describe

functionality; additional issues that could affect implementation, timeline, or cost):

 Click or tap here to enter text.