

ESAC Project Notification

(Working with ITS to develop a Project Concept)

(Project Concept)

This part of the process is very informal. It simply alerts ITS about any computer system or application that your team is considering purchasing, building or upgrading. **There is no need for you to respond to ITS or ESAC with any written documentation.** Allow ITS to assist you, especially at this concept stage of your project, by exploring alternative existing solutions that might help you meet your business needs and possibly, without the need of engaging in a formal project.

To begin, simply schedule a meeting with any ITS project manager. At this project concept meeting, please come prepared to share the following items with your ITS project manager:

1. **Business need** – Briefly describe the problem(s) and/or business need(s) that you are trying to address. Please try to target your responses on the actual problem(s) and/or business need(s) that you and your group must address. (Please do not focus on possible solutions when describing your business needs.)
2. **Possible solutions** – Please describe the possible systems or solutions that you have explored as part of your initial evaluation.
3. **Requested implementation timeline and estimated project costs** – Please be prepared to discuss a general projected implementation timeline for any potential system. When thinking about the project costs, please give your best estimate: (the initial purchase and ongoing maintenance costs for a 3-year period.) Please be able to detail your funding source for this potential project.
4. **Executive Sponsor and owners** – Please begin to identify an executive sponsor for your project concept. (Typically, this individual is someone with budget authority and that has participated in the development of this project concept.) Please begin to identify the business owners, those individuals that will need to be involved with the implementation of the proposed project and the individuals that will be required for operational support of this proposed system.