Project Information

|  |  |
| --- | --- |
| **Item** | **Enter Information Requested** |
| **Project Name:** | Click here to enter project name. |
| **Submit Date:** | Click here to enter proposed date. |
| **Submitted By:** | Click here to enter name of requestor. |
| **Need By Date:** | Click here to enter Need By Date. |
| **OTS Partner:** | Click here to enter Need By Date. |
| **Executive Sponsor:** | Click here to enter Executive Sponsor |

Business Case

# Project Summary

**project type**



**project description**

**requirements/needs**

**target customers**



**stakeholders**

**anticipated benefits/measurable improvements**

**risks**

**complexity/duration**

# Cost Benefit Analysis of the Preferred Option

Enter a detailed explanation of the business need/issue/problem that the requested project will address.

[Include a detailed alternative analysis that contains information such as:

* Cost/benefit analysis
* Initial and ongoing costs
* Payback period
* Return on investment (ROI)
* Other financial consideration
* Security considerations
* Etc]



# Alternatives Considered

[Include a detailed alternative analysis that contains information such as that outlined in Section 2]

Project Approval

OTS Project Partner Review

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  |  |

CIO Review

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  | David Bobart / CIO |

Executive Sponsor Approval to Proceed with Project Initiation Activities

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  |  |