Project Proposal Process:

1. Complete this project proposal form as fully as possible, and submit to the EPMO via email.
2. EPMO reviews the submissions with the PMO collaboration team.
3. If approved by the collaboration team and executive leadership, your project/program will be prioritized based on enterprise iniatives.

General Information

|  |  |
| --- | --- |
| **Date of Submission** |  |
| **Project Name** |  |
| **Requestor’s Name**  |  |
| **Requestor’s Email** |  |
| **Requestor’s Phone**  |  |
| **Submitting Department** |  |
| **Department Administrator** |  |
| **Executive Sponsor** |  |
| **Requestor’s Priority (high, medium, low)** |  |

Strategic Alignment

Please check the box next to the relevant choice(s) for each item below.

**Does your project align with any of these strategic initiatives for FY16?**

[ ]  Length of Stay

[ ]  Procedure pipeline

[ ]  Documentation & coding excellence

[ ]  People

**With which Pillar Goal(s) does your project most closely align?**

[ ]  People

[ ]  Service

[ ]  Quality

[ ]  Growth & Finance

[ ]  Innovation

**Does your project solve a problem related to regulatory compliance?**

[ ]  Yes

[ ]  No

### Business Case

### Executive Summary

*This section will summarize the entire document by describing the background for the project and the proposed Vision, Goals and Timeframes. In essence, it sets the scene for the project and makes the document enticing enough to read and endorse, so that the project can be initiated. So summarize each of the sections in this document concisely by outlining the:*

* *History, requirements, and proposed solution*
* *Project vision, goals, deliverables, and timeframes*
* *Resource estimates, budget, and success criteria*

Enter your executive summary here (Please keep to a 500 word limit):

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### Objectives

*Most projects are created to either solve a business problem or realize and opportunity in the market. This problem or opportunity is the reason that the project is being initiated, so you need to describe it here in depth.*

*Business Problem*

*If your project proposes to solve a problem, describe the problem in depth here, including the type of problem and symptoms that the business is experiencing as a direct result of the problem. For example, a business problem might be that it is struggling financially, has poor communication, or low customer satisfaction.*

If relevant, please state the business problem(s), issue(s), and/or risk(s) that this project will solve:

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*Business Opportunity*

*If your project proposes to take advantage of a business opportunity, describe it in depth here. Describe the environment within which the opportunity exists, the timeframe in which the opportunity must be taken, and the way in which the opportunity must be realized. Examples of opportunities include gaps in the market segment for a particular product or service, new technology that could improve the business, or regulatory changes that open new market growth.*

If relevant, please state the opportunity, timeframe, and realization methods:

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### Benefits

Provide some key project benefits. What will be gained, maximized, minimized, increased, enhanced, etc. by your project?

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### Vision and Goals/Desired Outcomes

*State the vision of the project. Try to connect the vision to the business problem or opportunity so that the project team knows exactly what is being solved by the vision. Here is an example of a project vision: “Our vision is to improve customer satisfaction by 25% by 1st Jan 2013 by offering new services to our high-value clients.”*

Write your vision here:

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*State your goals for the project. They need to be* ***“SMART”*** *which means* ***S****pecific,* ***M****easurable,* ***A****ction-oriented,* ***R****ealistic, and* ***T****ime-based. Here are some examples of SMART goals: 1) “To release a customer satisfaction survey by 1st January 2012”; 2) “To upgrade our Customer Relationship Management system by a 1st June 2012”; 3) “To have a personal relationship with all our high-value customers by 1st January 2013.”*

List 3 SMART goals which relate to our vision above:

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## **Deliverables**

*Every project produces deliverables as part of the solution to the business problem or opportunity. (Note: a deliverable is something produced and handed over to the customer during or at the end of the project, as part of the solution. It might be a new product, a new service, or a new system.) Deliverables are key to the success of the project, and they also define the scope of what must be produced.*

Use the following table to describe deliverables to be produced by the project, in as much detail as possibe:

|  |  |
| --- | --- |
| **Title** | **Description** |
|  |  |
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### Assumptions

*Assumptions are circumstances and events that need to occur for the project to be successful, but are outside the total control of the project team. Assumptions are accepted as true and are often without proof or demonstration. Constraints are things that might restrict, limit, or regulate the project*

Please list any key assumptions or constraints posed by your project:

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### Benchmark Data (as applicable)

*Before proceeding with project initiation, it can be beneficial to research how our peers handle similar problems and opportunities. What are other Academic Medical Centers doing to address this specific problem or opportunity? What alternatives did you explore before proposing this project? What were some of the pros and cons of those alternative solutions?*

Please describe any benchmark data you have collected relevant to this project. Provide the names and contact information for the AMC(s) if possible.

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**Project Timeline Targets:**

*All projects must be delivered within a specific timeframe. Every business problem or opportunity must be solved by the project within a specific timeframe to maximize the value to the business. If the project delivers the solution after the timeframe specified, then the business may not benefit to the level that was intended.*

Please complete the timeline targets below:

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| --- | --- |
| **Proposed Start Date:**  |  |
| **Proposed Completion Date:**  |  |
| **Timeframe Importance:** |  |

**Resources**

*In order for your sponsor to approve the Project Proposal, they will want to have an understanding of the amount of resources required to undertake it. Complete the following table which sets out the generic resources including people, equipment, and materials needed to undertake the project. These are only generic figures to give the Project Sponsor an idea of the level of resourcing required to finish the project.*

Please complete this table to provide an estimate of resource needs. For people resources, please indicate general job function (e.g. nurse, clinician, IT support, etc.).

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| --- | --- | --- |
| **Type** | **Est. Quantity** | **Describe resource use/need** |
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## **Ownership**

*This section outlines who owns the project delivery, to/for whom the project is being delivered, and whom will be kept informed of the status of the project during its life cycle. Note: If the Project Manager is known at this time, then please add to the following table; however, at this stage, a Project Manager may not be appointed until the document is approved.*

Complete the following table to indicate who satisfies each role for this project:

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| --- | --- | --- |
| **Role** | **Name** | **Contact Details** |
| **Project Sponsor** (person ultimately responsible for project’s success) |  |  |
| **Project Customer** (person who will own completed deliverables) |  |  |
| **Project Manager** (person accountable for delivering to customer) |  |  |

## **Risks & Issues**

A risk as defined as “any event which could take place *in the future* that will prevent the project from producing the deliverables on time.” For instance, a risk might be that the business is unable to resource the project fully as required. Risks are categorized by likelihood of occurring (high/medium/low). An issue is something that is *right now* affecting the health of a project. For instance, it’s an issue that at the moment, there is little funding available to initiate a new project such as this one. For each issue, you need specify the impact it is having on your ability to initiate the project.

Please complete the two tables below to share any anticipated risks or known issues:

|  |  |  |
| --- | --- | --- |
| **Risk** | **Details** | **Likelihood** |
|  |  |  |
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| --- | --- | --- |
| **Issue** | **Details** | **Impact** |
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## **Implications**

*You need to tell your Project Sponsor about the implications of not undertaking the project.*

*Given that the project is based on a real business problem or opportunity, what are the implications for the business if the project is not undertaken?*

Describe these implications here. If possible, quantify the cost to the business in not initiating the project:

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## **Success Criteria**

*What constitutes success for this project? Is it that the project is delivered on time and budget, or that the project deliverables are produced to the level of quality expected? Is it that the customer was kept informed throughout the project and is happy with the result? Or is it simply that the business problem has gone away or the opportunity has been realized as expected?*

Think about the success criteria carefully and then specify them here. We suggest listing five key success criteria, against which the project will be measured.

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## **Authorization**

*This is the section in which your Project Sponsor will authorize the project if they want it to be initiated. If the project is authorized, then you have done a great job in completing this Project Proposal!*

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| **Project Sponsor Signature** |  |
| **Project Sponsor Name** |  |
| **Project Sponsor Position** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Project Customer Signature** |  |
| **Project Customer Name** |  |
| **Project Customer Position** |  |
| **Date** |  |