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| A Project Proposal outlines a concept that has the potential to add value to UQ. The concept may relate to or provide a solution to an existing problem, help establish or enhance needed capabilities or capacity, or identify and help realise an opportunity. The Project Proposal needs to provide sufficient justification (precisely and concisely) of how and why the concept is attractive, affordable, achievable and adaptable. | | | |
|  | | | |
| **PROPOSAL TITLE AND OWNERSHIP** | | | |
| **Proposal Title** | [Proposal Name] | | |
| **Proposal Sponsor** | [Name and Position] | | |
| **Initiative Portfolio** | Choose an item. | | |
| **Organisational Unit** | Choose an item. | ***If Other*** |  |
| **Amount already spent on this proposal to date** | | $ | |
|  | | | |
| **SECTION 1: PROPOSAL DESCRIPTION AND KEY ATTRIBUTES** | | | |
| * Describe the proposal, including business drivers, the current state, and key stakeholders. * Describe the principle **IT activities** to be undertaken and who will be responsible for these? | | | |
| [Response] | | | |
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| **SECTION 2: ATTRACTIVENESS** | | | |
| * Why is initiative good for UQ? Highlight its strategic significance including alignment and contribution to UQ’s strategic objectives and priorities, and the nature and degree of impact on these. | | | |
| [Response] | | | |
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| **SECTION 2.1: BENEFITS** | | | |
| * Using clear statements, identify the main benefits and beneficiaries should UQ pursue this proposal. | | | |
| [Response]  e.g. *This project will decrease the time it takes to respond to student enquiries, increase the number of enquiries responded to each day, and improve the quality of the response provided to students.* | | | |
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| **SECTION 3: ACHIEVABILITY** | | | |
| * Provide a brief explanation of how this proposal will be excecuted, and its underlying benefits realised. * Identify any current gaps in resources (People, systems, funds) and how these will be acquired. * What are the key assumptions and dependencies that need to be monitored and managed? | | | |
| [Response] | | | |
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| **SECTION 3.1: TIMELINES/SCHEDULE** | | | |
| * If approved, when will work commence, and when will the initiative be finalised? * List critical milestones and proposed dates (If known). * Are there any critical time constraints and dependencies on other activities? | | | |
| [Response]  Proposed Start date:  Forecast Completion date: | | | |
|  | | | |
| **SECTION 4: AFFORDABILITY** | | | |
| * Provide a cost estimate breakdown of the IT component, including identification of the funding source/s, indicating approval status. * If funding is requested to progress to the next stage, specify funding amount required, it’s primary purpose, deliverable and timing of expenditure. Provide a summary of any resources spent to date on this proposal. Include anticipated in-kind requirements. | | | |
| [Response] | | | |
|  | | | |
| **SECTION 5: RISKS** | | | |
| * What are the signifcant risks, challenges and known issues associated with this proposal? How will these be managed and who will be responsible for the management of these? * What are the risks of not pursing this proposal? | | | |
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| **SECTION 6: Procurement** |
| * Will the initiative involve any procurement of ICT products or services (including contractors / consultants)? * ICT procurement must comply with the [ICT Procurement Framework](https://staff.uq.edu.au/information-and-services/finance/procurement/ict-procurement-and-purchasing/ict-procurement). An exemption may be required if you cannot comply with UQ’s procurement policy framework. What is your expected procurement strategy: |
| Not Applicable – no ICT procurement Select a supplier from an Approved Supply Arrangement Obtain multiple quotes  Undertake an EOI and/or RFQ / ITO process Direct negotiation with a known supplier (*exemption required*)  Describe your approach: |

|  |  |
| --- | --- |
| **Initiative Management** | |
| **Initiative Lead /PM** | [Name and position of the person responsible for the initiative success] |
| **Technical Lead** | [Name and position of the liaison between the initiative lead and ITS] |
| **Signature of Proposal Sponsor** | Approvals by email are acceptable but must be provided with the submission as part of the compiled PDF. |

**UQ IT Project Management Induction completion:**

UQ staff or contractors undertaking IT Project Management as part of their role must attend the IT Project Management Induction session available forwithin the **Learning App** in [Workday](https://wd3.myworkday.com/uq/d/home.htmld) (1.5hr online). Please indicate whether this training has been attended or enrolled into.

The Project Manager for this initiative will attend or has attended the IT Project Management Induction session.