

<Department>

<Project Name>

I. Project Identification			
1. Department			
2. Project Name			
3. Submittal Date			
	Name	Phone #	E-mail Address
4. Project Sponsor (optional)			
5. Project Manager (optional)			
6. Business Need or Opportunity <i>to be addressed by the project</i>			

II. Project Definition	
1a. Business Objectives <i>The project's purpose; expected end results; in business terms, independent of solution</i>	
1b. Department: Intentions, Values, or Services Impacted by this Project <i>From the department business strategy (optional)</i>	
2. Project Values <i>Beliefs, guidelines, and anticipated tradeoffs for the project</i>	
3. Focus <i>Boundaries of the project</i>	
Breadth:	
Depth:	
Other:	
4. Context <i>Other factors that may affect project success</i>	
Assumptions:	
Constraints:	
Definitions:	
Issues:	
Risks:	
Other:	
5. Partners <i>Other departments participating in this project</i>	

III. Proposed Solution and Desirability					
1. General Description of Proposed Solution					
2. Benefits <i>How the solution will improve the business</i>					
Improved Service:					
Reduced cost:					
3. Feasibility <i>Positive or negative factors that could affect the project's success, from project start until the solution is in place</i>					
Explanation:					
Rating:	1 [] <i>High Risk</i>	2 []	3 []	4 []	5 [] <i>Low Risk</i>
4. Sustainability <i>Positive or negative factors that could affect the project's success once the solution is in place; achieving the business benefits of the solution over time</i>					
Explanation:					
Rating:	1 [] <i>High Risk</i>	2 []	3 []	4 []	5 [] <i>Low Risk</i>
5. Alternate solutions considered, with assessment <i>Other solutions to be considered or already ruled out. Including why solutions ruled out were eliminated.</i>					

IV. Return on Investment (\$000)						
1. Expenditures*	2006-07 Biennium		2008-09 Biennium		2010-11 Biennium	
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
<i>Add Lines as Necessary</i>						
Total:						
2. Cost Savings*	2006-07 Biennium		2008-09 Biennium		2010-11 Biennium	
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Total:						
3. Other Tangible Benefits*	2006-07 Biennium		2008-09 Biennium		2010-11 Biennium	
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Total:						
4. Net Financial Impact	2006-07 Biennium		2008-09 Biennium		2010-11 Biennium	
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Total:						
5. Intangible Benefits	Description					
*ROI Elements	Description of Expenditures, Cost Savings and Intangible Benefits					

V. Project Funding							
1. Funding Distribution (\$000)							
	2006-07 Biennium		2008-09 Biennium		2010-11 Biennium		Comments
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	
Facilities							
Grants							
Hardware							
Personnel							
Services							
Software							
Supplies							
Training							
Total							
2. Confidence <i>Comments on costs; factors that would indicate cost estimates are stable, or could change.</i>							
Estimates are accurate within: 10% [] 25% [] 50% [] 75% [] 100% []							
Explanation:							
3. Other costs <i>Comments on other costs, e.g. staff time, or costs incurred by other organizations</i>							
4. Funding Source (\$000)							
	2006-07 Biennium		2008-09 Biennium		2010-11 Biennium		Comments
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	
General							
Special revenue							
Federal							
Trunk highway							
TEF							
Internal							
Other							
Total							

VI. Architecture Fit			
Architecture fit <i>How this solution is consistent or not consistent with the State technical architecture (www.ot.state.mn.us/architecture)</i>			
	<i>Aligned</i>	<i>Not aligned</i>	<i>Not applicable</i>
a. Network b. Platform and Storage c. Data & Records Management d. Data Interchange e. Application f. Middleware g. Presentation & Accessibility h. Collaboration & Workflow i. Security & Authentication j. System Management & Reliability			
Explanation:			
Technology Use <i>Major technology planned for this project</i>			
<input type="checkbox"/> Web	<input type="checkbox"/> Imaging	<input type="checkbox"/>	
<input type="checkbox"/> Database	<input type="checkbox"/> Workflow	<input type="checkbox"/>	
<input type="checkbox"/> GIS	<input type="checkbox"/> Other	<input type="checkbox"/>	

VII. Project Characteristics		
1a. Project Categories <i>Enter an X for all that apply.</i>		
<input type="checkbox"/> EGS: Static information	<input type="checkbox"/> Business reengineering	<input type="checkbox"/> Small agency initiative
<input type="checkbox"/> EGS: Interactive response	<input type="checkbox"/> Agency collaboration	<input type="checkbox"/> CriMNet
<input type="checkbox"/> EGS: Financial transactions	<input type="checkbox"/> Mandate	<input type="checkbox"/> Other: specify { }
1b. Business Functions Addressed		
<input type="checkbox"/> License, permit, certify	<input type="checkbox"/> Provide information	<input type="checkbox"/> Provide oversight
<input type="checkbox"/> Collect revenue and fees	<input type="checkbox"/> Inspect	<input type="checkbox"/> Research, plan
<input type="checkbox"/> Provide services	<input type="checkbox"/> Enforce	<input type="checkbox"/> Other: specify []
2. Type of Development		
<input type="checkbox"/> New	<input type="checkbox"/> Enhancement	<input type="checkbox"/> Maintenance/Continuation
<input type="checkbox"/> Other: specify []		
3. Breadth of Business Reengineering <i>Who is affected by business process changes</i>		
<input type="checkbox"/> No change to business processes		
<input type="checkbox"/> Single department within an agency		
<input type="checkbox"/> Multiple departments within an agency		
<input type="checkbox"/> Across multiple governmental organizations		
4. Depth of Business Reengineering <i>How much business processes will change</i>		
<input type="checkbox"/> No change to business processes		
<input type="checkbox"/> Includes some changes to business processes		
<input type="checkbox"/> Includes major restructuring of business processes		
5. Description of Business Reengineering		

6. Technology <i>Major technologies expected to be used in this project</i>				
a. Network	<input type="checkbox"/> Microsoft	<input type="checkbox"/> Novell	<input type="checkbox"/> Unix Based	
b. Enterprise Database	<input type="checkbox"/> Oracle	<input type="checkbox"/> MS SQL	<input type="checkbox"/> Sybase	<input type="checkbox"/> IBM DB2
c. Desktop Database	<input type="checkbox"/> MS Access	<input type="checkbox"/> Dbase	<input type="checkbox"/> Lotus Approach	
d. Desktop Suite	<input type="checkbox"/> MS Office	<input type="checkbox"/> Corel Office	<input type="checkbox"/> Lotus SmartSuite	<input type="checkbox"/> WordPerfect Office Suite
e. Web Server	<input type="checkbox"/> Microsoft IIS	<input type="checkbox"/> Netscape	<input type="checkbox"/> Apache	
f. Web Hosting	<input type="checkbox"/> InterTech	<input type="checkbox"/> Agency	<input type="checkbox"/> Other	
g. Web Applications Platform	<input type="checkbox"/> IBM Websphere	<input type="checkbox"/> BEA Weblogic	<input type="checkbox"/> iPlanet	<input type="checkbox"/> Broadvision
h. Host Platform	<input type="checkbox"/> Microsoft/Intel	<input type="checkbox"/> Unix based	<input type="checkbox"/> IBM midrange	<input type="checkbox"/> IBM mainframe
i. Development Language	<input type="checkbox"/> C or C++	<input type="checkbox"/> Java	<input type="checkbox"/> Visual Basic	<input type="checkbox"/> Cobol
	<input type="checkbox"/> Fortran	<input type="checkbox"/> Smalltalk	<input type="checkbox"/> Ada	
7. Other Major Technologies <i>expected to be used in this project</i>				
#	Technology	Product or Vendor		
1.				
2.				
3.				
4.				
5.				
6.				
7.				