

ACTION REQUIRED

For decision

For discussion

For information

RECOMMENDATION To endorse

SPONSOR *Name, Position title*

BUSINESS OWNER *Name, Position title*

AUTHOR *Name, Position title*

Project Concept

One paragraph summary of project/objectives.

Project Outcomes

- 1. Numbered list of project deliverables, as named in proposal.*

Approach

Short paragraph summarising the core approach proposed for the project.

Strategic Fit

Strategic Alignment (20%):	nn/20
Statutory Obligations (20%):	nn/20
Direct payback (20%):	nn/20
Technical Architecture (15%):	nn/15
Risk (15%):	nn/15
Business Process Impact (10%):	nn/10
Total:	nn/100

Costs

In-kind costs (local area and ITS)	\$n
Implementation costs (excluding Year 1 vendor costs)	\$n
Vendor Year 1 cost	\$n
Vendor ongoing (recurrent) costs	\$n
Total implementation costs	\$n

UICT funding request **\$n**

*** Note ***

If this project is approved, the ongoing (recurring) costs for this project, beyond Year 1 implementation costs, will need to be considered and the impact to the ITS recurrent budget noted. **The impact will be an increase to the ITS recurrent budget of \$23,200 per annum.**

This recurring amount consists of:

- Summary of what this recurring cost is for*