



Project Overview Statement

Phase 1 - Executive Summary

Section I - PROJECT INFORMATION - (To be completed by Sponsor)

Date Requested:	7/1/2008		
Project Title:	Upgrade all Pay for Print Devices College Wide - 2008 US Mint \$5, \$10 new bills		
Project Requestor :	Lorne Cleaver		
Requestor Department:	Information Technology		
Executive Sponsor:	Patti Barney		
User area Leader(s):	All Campus Associate Deans		
Project ID:	328	Fiscal Year:	2008-2009
Date Required:	12-18-2008	Last Updated:	12/18/2008
Mandated / Required:	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Accreditation <input type="checkbox"/> Other		
Justification:	Bill Collector devices can only accept \$1 bills – need for new \$5 & \$10		

Section II - PROJECT BUSINESS CASE (To be completed by Sponsor)

Project Overview
<p>Upgrade all Pay for Print Bill Collectors College Wide due to the \$5 & \$10 bill change that will not be accepted in these devices.</p>
Business Goals
<p>Maintain Quality Efficient Services. Strategic Initiative</p> <ol style="list-style-type: none"> 2. Improve operational efficiency and communication through automation
Success Factors
<p>Allow students to use the pay for print service without having un-necessary delays; getting change to use the device. Shortage of \$1 bills was an issue before upgrade. Ability to accept the new \$5 and \$10 bills.</p>



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Section III - HIGH LEVEL REQUIREMENTS - To be completed by Sponsor & IT Director(s)

Initial Budget Estimate
Vendors quote – \$5,575.00 – Funding will come from Pay for Print’s account Turn key project.
Impact <i>(Please check one)</i>
<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low - All devices could be upgraded in a one week period. <input type="checkbox"/> None
Constraints
<input type="checkbox"/> Scope – <unclear information on what must be done to complete the initiative and the size of the project> <input type="checkbox"/> Time – <scheduling issues that affect the critical path and delivery date> <input type="checkbox"/> Cost – <lack of adequate budget for the initiative and reoccurring costs such as software licensing fees> <input checked="" type="checkbox"/> Technological / Environmental – Device is down during the upgrade; 1 to 2 hours <input type="checkbox"/> Resource – <lack of adequate resources, equipment, software, and space> <input type="checkbox"/> Functionality - <lack of ease of use or lack required functions> <input type="checkbox"/> Other
Dependencies
None
Risks
None
Effort and Cost Estimates for User area
Total # of personnel hours _____ Estimated cost: _____
Other Factors (include hardware, software, network, other needs)
<Provide other project needs / issues known, but not included elsewhere in this document>

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Section IV - PROJECT CRITERIA – Criteria table to be completed by sponsor and IT Director(s)

Criteria	HIGH	MEDIUM	LOW	N/A
Significantly improves student success		X		
Improves customer service or transforms a business practice (increase productivity/time saving)	X			
Aligns with college-wide strategic initiative		X		
Helps meets state, federal, accrediting or other mandate requirements (identify mandate)				X
Provides Business information for decision making			X	
Quick Win (accomplish in short time frame) with a high probability of success	X			
Affects a large number of stakeholders (define stakeholders: students, business, employees, etc.)	X			
Financial Impact (saves money, earns money,	X			
Increases enrollment/retention (reduces attrition)		X		
Impact if not accomplished		X		
Overlap with another project				X
Supporting information for "Date Required"				X
Consortium project				X

Section V - EFFORT AND COST ESTIMATES FROM IT GROUP (To be completed by CAB members)

IT Lead:	Chip DiComo	
IT Area(s):	Campus Technology	
IT Area	Hours	Justification
Application Integration		N/A
Applications		N/A
Business Intelligence		N/A
Customer Service		N/A
Network / Telecom / Security		N/A
Software Development		N/A
Systems / Campus Technology	40	Assist vendor
Web Services		N/A
Outside contractor(s)		N/A



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Reviews and approval in accordance with governance policy and facilitated by PMO

Signatures:

_____	_____	_____	_____
CAB Member	Date	CAB Member	Date
_____	_____	_____	_____
CAB Member	Date	CAB Member	Date
_____	_____	_____	_____
CAB Member	Date	CAB Member	Date
_____	_____	_____	_____
CAB Member	Date	CAB Member	Date

Section VI - PROJECT CRITERIA - Criteria scores to be filled in by Technology Advisory Committee (TAC)

Criteria Ranking	Score* (5=High 1=Low)
Significantly improves student success
Improves customer service or transforms a business practice (increase productivity/time saving)
Aligns with college-wide strategic initiative
Helps meets state, federal, accrediting or other mandate requirements (identify mandate)
Provides Business information for decision making
Quick Win (accomplish in short time frame) with a high probability of success
Affects a large number of stakeholders (define stakeholders: students, business, employees, etc.)
Financial Impact (saves money, earns money,
Increases enrollment/retention (reduces attrition)
Impact if not accomplished
Overlap with another project
Supporting information for "Date Required"



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Section VII - REVIEW BY TECHNOLOGY ADVISORY COMMITTEE (TAC)

Project Priority # _____

Recommended Required Incomplete

Project alignment with Strategic Technology Initiative(s) – Please check all that apply

- 1. Provide a high performing, reliable and secure infrastructure that provides anywhere, anytime access to college services.
- 2. Improve operational efficiency and communication through automation.
- 3. Expand & enhance teaching and learning through the use of technology.
- 4. Establish leadership and development programs that will create a new generation of tech-savvy leaders at every level and showcase technology excellence.
- 5. Expand reporting, data collection and research efforts to include data modeling and performance measurement.
- 6. Maintain and encourage creative technology partnerships that realize cost efficiency through diversity, innovation and collaboration.

Project alignment with College’s Strategic Priorities – Please check all that apply

- 1. Student Success
- 2. Access Penetration
- 3. Entrepreneurial Partnerships
- 4. Quality Improvement and Community Image

Reviews and approval in accordance with governance policy and facilitated by PMO

TAC Member Signatures:

_____	_____	_____	_____	_____	_____
TAC Member	Date	TAC Member	Date	TAC Member	Date
_____	_____	_____	_____	_____	_____
TAC Member	Date	TAC Member	Date	TAC Member	Date
_____	_____	_____	_____	_____	_____
TAC Member	Date	TAC Member	Date	TAC Member	Date



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TAC Member	Date	TAC Member	Date	TAC Member	Date
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Notes: