Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for the FY2001-03 Biennial Budget**

Project Title	
Agency/Entity	

General instructions for completing this form:

Sections I, II, III and IX are mandatory and must be completed for every project. For all other sections, the proposing entity may use its best judgement in consideration of the project's size and scope to determine those narrative elements that are non-essential in terms of evaluating the project. To indicate, write "Not Applicable" and provide a short rationale why the narrative element is not germane to the project and its evaluation. The assessment document used to score proposed projects can be found at http://www.nitc.state.ne.us/forms/.

Contact information regarding this form:

Office of the NITC
521 S 14th Street
Lincoln, NE 68508
Phone: (402)471-3560 Fax: (402)471-4608
E-mail: info@cio.state.ne.us

Section I: General Information (Required)

Project Title	
Agency (or entity)	

Contact Information for this Project:

Name	
Address	
City, State, Zip	
Telephone	
E-mail Address	

Section II: Executive Summary (Required)

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Section III: Goals and Objectives (Required)

1. Describe the project, including the specific goals and objectives.

2. Describe the project's relationship to the entity's comprehensive information technology plan.

3. Describe the project's objectives and how they support the goals of the NITC and/or the priorities of the Community Council, Education Council, and/or State Government Council. [These goals and priorities can be found in Section 1 of the Statewide Technology Plan at <http://www.nitc.state.ne.us/stp/> or <http://www.nol.org/home/IRC/pdf/stp/section1.pdf>. For comparison and reference purposes, please refer to the goals and priorities using their alphanumeric designation (e.g. NITC-1, CC-1).]

Section IV: Scope and Projected Outcomes

Describe the project's specific scope and projected outcomes, including any important exclusions. The narrative should address the following:

1. Beneficiaries of this project and the need(s) being addressed;

2. Expected outcomes of the project;

3. Measurement and assessment methods that will verify project outcomes;

4. Significant constraints of the project (Constraints are factors that will limit the project management team's options.);

5. Significant assumptions relating to the project (Assumptions are factors that, for planning purposes, will be considered to be true.).

Section V: Project Justification / Business Case

Justify the project either in terms of an economic return on investment or other benefits to the entity or the public.   The narrative should address the following:

1. Cost/benefit analysis and a life cycle cost analysis;

2. Impact the project will have on the customers, clients, and citizens. What services or processes will be changed or implemented, with respect to customer service, productivity, quality, or performance;

3. Impact the new system has on current problems and how it will impact the entity's policies, procedures, standards, staffing, costs, and funding;

4. Other solutions that were evaluated and why they were rejected. Include their strengths and weaknesses. Explain the implications of doing nothing and why this option is not acceptable;

5. The project's compliance with any state or federal mandates. If yes, please specify the mandate being addressed.

Section VI: Implementation

Describe the implementation plan -- from design through installation and ongoing support -- for the project. The narrative should address the following:

1. Project sponsor(s) and stakeholder acceptance analysis;

2. Define the roles, responsibilities, and required experience of the project team;

3. List the major milestones and deliverables for each milestone;

4. Training and staff development requirements and procedures;

5. Maintenance and on-going support requirements, plans and provisions.

Section VII: Technical Impact

Describe how the project enhances, changes or replaces present technology systems, or if new systems are being added. The narrative should address the following:

1. Descriptions of hardware, software, and communications requirements for this project. Describe the strength and weaknesses of the proposed solution;

2. Rationale for determining the selection and appropriateness of the proposed technology components compared to the needs of the users;

3. Issues pertaining to reliability, security and scalability (future needs for growth or adaptation);

4. Appropriateness of the key technologies with respect to generally accepted industry standards;

5. Compatibility with existing institutional and/or statewide infrastructure.

Section VIII: Risk Assessment

Describe possible barriers and risks related to the project. (If a detailed risk assessment has been performed, please attach.) The narrative should address the following:

1. Describe the risk assessment which has been performed on this project;

2. List the identified risks, and relative importance of each;

3. Identify strategies which have been developed to minimize risks;

4. Impact if project is not completed as proposed.

Section IX: Financial Analysis and Budget (Required)

1. Financial Information

    Financial and budget information can be provided in either of the following ways:

    (1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or

    (2) Provide the information by completing the spreadsheet provided with this document.

    Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.

    Excel Spreadsheet
    (Double-click)

2. Provide any on-going operation and replacement costs not included above, including funding source if known:

3. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers. Also, please provide a breakdown of all non-state funding sources and funds provided per source.