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| **Project Name:**  |
| **Project Owner(s)/Sponsor(s):**  |
| **Date Prepared/Revised:** | **Version:** | **Functionality Requested Date:** |
| **Type of Request:** [ ]  New functionality/capability [ ]  Regulatory/compliance mandate [ ]  Improved data collection/reporting[ ]  Operational efficiency [ ]  Security enhancement/risk reduction [ ]  Improved teaching/learning/research capability |
| **Project description/ Business issue/ Opportunity/ Justification** *Explain the problem the project is intended to solve and/or the opportunity the project is intended to exploit, and the importance of that action.* |
| **Objectives and Key Results** *Outline project objectives and the key results that will measure progress.** *Objectives describe the outcomes of the project and generally fall into three categories: build, improve, or innovate.*
* *Key results are the indicators that will measure progress to toward the objective and clarify in measurable terms what achieving the objective means.*

**Options Considered:***Describe alternatives considered: e.g., potential products/solutions, alternative business processes, etc.*  |
| **Business impact of not doing the proje**c**t:***If this Business Case request is not approved, what effect/consequence or risks will this have?* |
| **Proposed product(s)/solution(s):***Has a preferred solution (product/service) been preliminarily identified? If so, describe the solution and its perceived advantages.* |
| **Is this project in partnership with any other University groups/organizations?** *If yes, list:* |
| **Describe project risks, challenges, and/or obstacles.** *What might threaten the success of the project or its ROI to the university?* |