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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?* | | |