



# Project Proposal Template – IT Systems

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## 1. Project Overview

Field	Details
Project Name	
Project Sponsor	
Project Manager	
IT Lead/Manager	
Date	

## 2. Business Case Summary

Section	Details
Business Objectives	Briefly describe the business objectives and how the new system will support these objectives.
Key Stakeholders	Identify all key stakeholders, including those from IT.
Expected Benefits	Outline the benefits expected from the new system, both quantitative and qualitative.
Risk Assessment	Highlight any major risks that could impact the project, including IT-related risks.

## 3. Feasibility Analysis

Section	Details
Technical Feasibility	Assess whether the proposed solution is technically viable.
Capacity Analysis	Evaluate whether the current IT capacity can support the new system.
Resource Availability	Discuss the availability of IT resources necessary to support the project.
High-Level Cost Estimation	Provide a rough estimate of the cost associated with the IT components of the project.

## 4. Prioritisation and Alignment with IT Strategy

Section	Details
Alignment with IT Roadmap	Determine how the new system aligns with the existing IT roadmap and strategy.
Prioritization	Rank the project in terms of priority compared to other ongoing or planned IT projects.

<b>Dependency Mapping</b>	Identify any dependencies that the project has on other IT initiatives or systems.
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## 5. Product Development Requirements

Section	Details
<b>Functional Requirements</b>	Document high-level functional requirements for the IT system.
<b>Non-Functional Requirements</b>	Specify non-functional requirements such as performance, security, scalability, and compliance.
<b>User Experience (UX) Considerations</b>	Include any specific UX requirements for the system design.

## 6. IT Resource Planning

Section	Details
<b>Resource Requirement</b>	List the IT resources needed at different phases of the project.
<b>Resource Allocation</b>	Assign specific IT resources to tasks, ensuring alignment with availability and capacity.
<b>Timeline and Milestones</b>	Create a high-level IT project timeline, highlighting key milestones and deliverables.

## 7. IT Workstream Plan

Section	Details
<b>Workstream Breakdown</b>	Detail the IT workstreams, including scope, objectives, and expected outcomes.
<b>Integration Plan</b>	Outline how the new system will integrate with existing IT systems.
<b>Testing Strategy</b>	Define the approach for system testing, including unit, integration, and user acceptance testing.
<b>Deployment Plan</b>	Describe the deployment strategy, including release management and post-launch support.

## 8. Commercials and Costs

Section	Details
<b>Initial Budget Estimate</b>	Provide a high-level estimate of the total project cost, including all IT-related expenses.

### 8.1 Detailed Cost Breakdown

Category	Details
<b>Software Costs</b>	Licensing, development, customization.
<b>Hardware Costs</b>	Servers, storage, networking equipment.
<b>Resource Costs</b>	Internal labor, external consultants, contractors.

<b>Training Costs</b>	Any training required for IT staff or end-users.
<b>Maintenance &amp; Support</b>	Ongoing support, maintenance, and potential future upgrades.
<b>Contingency</b>	Budget allocated for unforeseen expenses.

## 9. Governance and Approval Process

Section	Details
<b>Feasibility &amp; Capacity Approval</b>	Document the approval process for the feasibility analysis and capacity assessment.
<b>Business Case Review</b>	Outline the steps for reviewing and approving the business case.
<b>Project Execution Gateway</b>	Define the criteria for passing through the execution gateway.
<b>Change Management</b>	Include a change management process for handling modifications during the project.

## 10. Post-Approval and Execution

Section	Details
<b>Monitoring &amp; Reporting</b>	Describe how the IT workstream will be monitored and reported during execution.
<b>Risk Management</b>	Include strategies for managing IT-related risks during project execution.
<b>Continuous Improvement</b>	Suggest a process for capturing lessons learned and applying them to future projects.

## 11. Sign-Offs

Role	Name/Signature
<b>Project Sponsor</b>	
<b>Project Manager</b>	
<b>IT Lead</b>	
<b>Other Key Stakeholders</b>	