

**Saint Mary's College of California  
Technology Planning and Policy Committee  
Project Proposal**

**Proposed Project Title** (Enter a title that will act as an identifier for the project that will result from this proposal)

**Problem to be solved** (Enter an explanation of the problem(s) that exist in the current state of a given process, event, operation, etc. )

**Description/Objective** (Enter a brief description of the proposed solution to the "Problem to be solved." If possible, please also state the intended return on the investment in both dollars and time that will be made to complete project work and how you will assess outcomes.)

**Development of Solution** (Please outline the process that was followed to identify the solution. For example, how many solutions/vendors were evaluated? Was there a Request For Proposal process? Was anyone from IT involved in your evaluation and selection process?)

**Strategic Initiative Alignment** (Describe how this project will align with current strategic initiatives.)

**Project Deadline(s)**

**Project Start Date**

**Duration in Person Hours**

**Project Sponsor** (Enter the name and Saint Mary's email account name of a person with leadership and budget authority to provide guidance to the project manager and team while overseeing the project to ensure proper perspectives are incorporated into plans, designs and deliverables. Budget authority is often essential here)

**Name**

**Email**

Contact IT Services, [servicedesk@stmarys-ca.edu](mailto:servicedesk@stmarys-ca.edu), for assistance in completing this form.

Email completed form with supporting documents to [servicedesk@stmarys-ca.edu](mailto:servicedesk@stmarys-ca.edu)

**Project Manager** (Enter the name and Saint Mary’s email account name of the person who will be responsible for project coordination, administration, schedule, structure, designs and deliverables, and to oversee the review of the outcomes for strategic initiative assessment.)

**Name**

**Email**

**Project Team** (Enter an itemization of the Saint Mary’s community members who will plan, design, schedule, install, implement and test project deliverables. Functions will include Administrator, Subject Matter expert, Technician, etc.)

| Team Member Name | Email | Function |
|------------------|-------|----------|
|                  |       |          |
|                  |       |          |
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|                  |       |          |
|                  |       |          |

**Project Stages – Work Breakdown Structure** (Enter a project outline, indicating the project stages (at minimum: Launch, Specification, Procurement, Install/Configure, Quality Assurance, Implementation) and an estimate of effort for each stage in person hours.)

| Stage | Effort |
|-------|--------|
|       |        |
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|       |        |
|       |        |

**Project Cost Itemization** (Enter an itemization of funding source and cost to accompany a description of all project expenses that will require funding from College budget)

| Expense | GL Funding Source | Startup Cost | Annual Cost |
|---------|-------------------|--------------|-------------|
|         |                   |              |             |
|         |                   |              |             |
|         |                   |              |             |
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**Accessibility** (Contact the IT Service Desk to request that proposed technology be tested for compliance with federal Accessibility guidelines. Once this is done, check below to verify status of testing.)

All proposed technology has been tested by IT Services, and meets accessibility standards as specified in Section 508c of the Rehabilitation Act.

All proposed technology has been tested by IT Services, and does not fully address accessibility standards as specified in Section 508c of the Rehabilitation Act. Please include the text of the analysis below:

**Submitted by**  
**Department**

**Email**  
**Date**

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