



Project Concept Template

Project Name: **Date:**

Project Number: **Agency:**

Modification Dates: **Prepared by:**

Please answer the following questions by marking “Yes” or “No” and providing a brief response as appropriate

Is this an updated Project Concept Document? Yes _____ No _____

If so, reason for update?

Is concept development effort funded? Yes _____ No _____

If “yes” how much?

Is this a follow-up to a previous project? Yes _____ No _____

If yes please provide:

1. Name of previous Project:

2. Date Completed:

Points of Contact

Please list the individuals who will be responsible for this project during its concept stages. This will be the group of individuals that meets to review and discuss the project statement and sizing.

Position	Name	Phone	E-mail
<i>Project Manager</i>			
<i>Project Sponsor</i>			
<i>Project Team</i>			
<i>Configuration Management</i>			
<i>Quality Engineering</i>			
<i>Customer</i>			

Purpose

Information in this section discusses the reasons the Project Concept Document has been created and what the project is intended to accomplish.

Business Problem:

All projects start with a business problem/issue to solve.

Statement of Work:

The statement should be short and to the point. It should not contain language or terminology that might be misunderstood.

Project Objectives:

The project objectives are a detailed version of the statement of work. Taken with the statement of work, the objectives define the boundaries (scope) of the project. The objective statement can also be seen as a decomposition of the statement of work into a set of necessary and sufficient objective statements, including:

Outcome - Be specific in targeting an objective.

Metrics - Establish a measurable indicator(s) of the progress.

Ownership - Make the object assignable to a person for completion.

Timeframe - State what can realistically be done with available resources.

Product Description Statement:

A high-level description of the characteristics of the product/process to be created.

Critical Success Factors

This section is used to list high-level factors that will determine the success of the project. A more detailed description of these factors will be created in the Planning Phase.

This part of the project statement should answer the question, "Why do we want this project?" It is essential that the criteria be quantifiable and measurable and, if possible, related to a business value. Best choices for success criteria are what the bottom-line impact of the project will be.

Strategic and Background Information

This section focuses attention on the compatibility of the project and the strategic and technical direction of the agency.

Please answer the following questions by marking “Yes” or “No” and providing a brief response as appropriate

Is the project consistent with the agency’s Business Plan? Yes No

Briefly state:

Is the project identified in the agency’s strategic plan? Yes No

DIS Function Area Impacted

Check all appropriate functions

Operation Center		End & User Support		Host & Server Services		Connectivity & Communications	
Customer Service		IT Procurement		Contract Management		Project/Program Management	
Administration		Other		Other		Other (explain below)	

Other Impacted Areas:

Types of Technology

Identify Technology areas that might apply to this project, if known at this time. Check all appropriate categories.

SQL Database		Imaging		Telecommunications		Data Services	
Client Server Architecture		LAN		Desktop Application		Data Warehouse	
SAP Enterprise		Electronic Data Interface		Voice Mail		Other (explain below)	

Other Technology Areas:

Financial Planning and Schedule Information

This section discusses estimated budgets, schedules and other information over the life of the entire project. A project will require one time development costs and on-going maintenance costs. Both need to be considered and evaluated. Costs should be broken into discrete categories whenever possible.

Estimated Costs

Type of Outlay	Initial (Development)	Annual (Recurring)	Basis for Estimate
<i>Hardware</i>			
<i>Software</i>			
<i>Supplies</i>			
<i>User Training</i>			
<i>Consultant Services</i>			
<i>Other:</i>			
TOTAL			

Estimated Resources/Personnel

<i>Program Areas</i>	<i>Hours</i>	<i>Hours</i>	
	<i>Hours</i>	<i>Hours</i>	
	<i>Hours</i>	<i>Hours</i>	
<i>Information Services</i>	<i>Hours</i>	<i>Hours</i>	
<i>Consultant Services</i>	<i>Hours</i>	<i>Hours</i>	
	<i>Hours</i>	<i>Hours</i>	
<i>Estimated Budget</i>	<i>Low:</i> <i>High:</i>	<i>Estimated Start Date:</i>	
<i>Estimated Planning Length (months)</i>		<i>Estimated Completion Date</i>	
<i>Fiscal Year 1 Dollars</i>		<i>Fiscal Year 2 Dollars</i>	

Special Fund Sources

Are there any grants that will be applied for?

Are federal funds available?

Is charge-back to the Customers planned?

Signatures

This section is approval signatures by the project team members, sponsors, stakeholders, and management.

Decision: **Accept:** **Reject:** **On Hold:** **Need clarification:**

Name	Title	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____