**Concept or Idea**

|  |  |  |  |
| --- | --- | --- | --- |
| **Author:** |  | **Date:** |  |

**This document helps organize initial ideas regarding a problem or opportunity.**

# **Problem or Opportunity Statement**

In 1-2 sentences, state the problem or opportunity being addressed.

[THE REASON FOR IMPLEMENTING THIS REQUEST]

**Goals and Objectives**

List the goals that will be accomplished and what are the options to achieve the goals.

* [LIST HERE]

# **Desired Outcomes**

List what the university be able to do better or more efficient by implementing the product, service or result of this request.

* [LIST HERE]

# **Assumptions, Risks, Obstacles**

List all known assumptions, risks and obstacles.

* [LIST HERE]

# **Stakeholders Identified**

List any individuals, groups or departments affected by a decision, activity or outcome of this request.

* [LIST HERE]

# **Sponsors Identified**

Individuals that provide the resources and support for the project.

* Executive Sponsor: Whomever is the Senior VP of functional sponsor.
* Functional Sponsor: The executive or manager who has functional decision-making authority and can commit the required financial and functional human resources to support this request.
* Technical Sponsor: The UFIT executive or manager who has technical design decision making authority and can commit the required technical human resources to support this request.

# **Roles**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Roles Needed | Week 1 | 2 | 3 | 4 | … | Total |
| [Resource 1] | 20 | 5 | 5 | 20 |  | 50 |
| [Resource 2] | 10 | 20 | 5 | 10 |  | 45 |
| Grand Total | 140 |