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, 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 |