IT Project Business Plan Template Shell
December 2011

Make a copy of this template and remove any unnecessary sections.

Section 1 - Overview

Summary Description of Project

Scope/extent of project

Justification for project

Risks

Project constraints

Alternative solutions considered

Section 2 - Stakeholders

Table of Key Personnel Involved in Project

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Project Role</th>
<th>Agency</th>
<th>Signature of Approval</th>
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<tbody>
<tr>
<td>Sponsor</td>
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<td>Project Manager</td>
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<tr>
<td>Business Analyst</td>
<td>DES/DoIT</td>
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<td>Point Person</td>
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<tr>
<td>Developer</td>
<td>DoIT</td>
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<td>Program Staff/Tester</td>
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<td>DoIT DES Liaison</td>
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Other team members
## Section 3 – Timeline and Budget

### Project timeline

### Estimated project costs

### Duration-complexity considerations

## Section 4 – Business Process

### Current Process

### Future Process

## Section 5 – User Interface and Products

### Screen mockups

### Outputs

### Inputs

### Critical functions

### User roles
Section 6 – Back End (System) Details

**Database table and column descriptions**
Suggested format:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Type/Width</th>
<th>Description</th>
<th>Special Features/Comments</th>
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**Connections/interfaces with other applications**

Section 7 – Technical Details/Special Features Needed

**Desktop hardware/software needs**

**Infrastructure needs**

**Telecommunications**

**Mobile devices**

**Credit card processing**

**Security concerns**

**Special backup or data recovery needs**

**Data conversion**
Data flow for Exchange Network

Web/OneStop presence

GIS interface

Electronic signature/ pin and password

Document management

Section 8 – Testing, Training and Rollout

Test scenarios

Testing schedule

Training schedule

User manual/documentation

Technical documentation

Rollout plan and schedule