

# 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*

| Person's Name | Project Role         | Agency   | Signature of Approval |
|---------------|----------------------|----------|-----------------------|
|               | Sponsor              | DES      |                       |
|               | Project Manager      | DES      |                       |
|               | Business Analyst     | DES/DoIT |                       |
|               | Point Person         | DES      |                       |
|               | Developer            | DoIT     |                       |
|               | Program Staff/Tester | DES      |                       |
|               | Program Staff/Tester | DES      |                       |
|               | DoIT DES Liaison     | DoIT     |                       |

*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:

| Column Name | Type/Width | Description | Special Features/Comments |
|-------------|------------|-------------|---------------------------|
|             |            |             |                           |
|             |            |             |                           |
|             |            |             |                           |

*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*