Clemson Computing and Information Technology Project Management Office Project Proposal Form			
Project Sponsor or Project Requester: Please Complete Sections A and B and email to *PMO-L@lists.clemson.edu* **(refer to Section C for explanation of terms)**			
Project Title			
Project Sponsor (Name and Department)		**Project Requestor (Name and Department)**	
Business Case and Goal			
Begin Date		**Completion Date**	
Criticality	Select one Lights Mandates Service Enhancements Strategic Positioning Other	**Focus Area**	Select one Customer Support Growth and Innovation Infrastructure Learning Technologies Mission Critical People
Estimated Hours	Select one Greater than 500 Hours 200 to 500 Hours Up to 200 Hours	**Risk Level**	Select one Low Medium High
CCIT Lead Department	Select one CITI Comm CRLT ESA HCIS IO ISO NST OISP	**Participating CCIT Group(s)**	Select all that apply CITI Comm CRLT ESA HCIS IO ISO NST OISP
Initial Cost Estimate	Select one Greater than $10K Less than $10K No Cost	**Target Funding Source(s)**	Select all that apply CCIT DHHS E&G Foundation Grant Recovery Other
Does Project Involve Critical or Sensitive Data?	Select one Yes No Unknown	**If Yes to Previous Question, What Regulatory Compliance Requirements Apply, or What Sensitive Data is Involved?**	Select all that apply FERPA HIPPA Personal Information (SSN, Drivers License Number, etc.) PCI PHI

Section B - Supplemental Information - Please Include Additional Information Not Previously Captured

Section C - Explanation of Terms	
Term	**Explanation**
Business Case and Goal	The business case explains the underlying need for the project; the goal describes the business objective(s) the sponsor gains by completing the project.
Criticality	• Lights – Projects that are necessary in order to keep existing services running; not completing these projects will result in an operational service failure or degradation. • Mandates – Projects that must be implemented to bring a product or service into compliance with a federal law, state law, or policy related to Clemson University or associated entity. • Service Enhancements – Projects that will directly benefit the Customer and/or CCIT. • Strategic Positioning – Projects that are innovative in nature, resulting in long-term positioning for Clemson University.
Focus Area	The following focus areas align with Clemson's 2020 Road Map: • People – Project that improves employee skills, workplace experience, or internal business processes. • Infrastructure – Project that supports the technology infrastructure for Clemson University to support education, research, and public service. • Mission Critical – Project that maintains and/or supports information technology systems critical to Clemson University's mission. • Learning Technologies – Project that supports and/or enhances the academic experiences for faculty and students. • Customer Support – Project that supports use of technology by faculty, staff, and students. • Growth and Innovation – Project that supports expansion or future innovations.
Project Requester	The person who has been identified as the project sponsor's representative, and assists during the project proposal process.
Project Sponsor	The person who provides support for the project and is accountable for ensuring the success of the project. The sponsor is responsible for meeting regularly with the project manager, reviewing and approving the project charter, securing financial resources, and ensuring resources from cross-functional teams are provided.
Risk Level	• Low – Projects that have a simple schedule, low cost, and/or involve no sensitive or critical data. • Medium – Projects that have a schedule with some dependencies, intermediate total cost, and/or involve some sensitive data, but no critical data (e.g., social security numbers, HIPAA-protected data, etc.) • High – Projects that have a complex schedule with many dependencies, high total cost, and/or involves critical data (e.g., social security numbers, HIPAA-protected data, etc.).