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| *A picture containing diagram  Description automatically generated*Project Description  *(This form must accompany the Technology Procurement Request Form)* | | | | | |
| Program Office Name: |  | | | | |
| Contact Name: |  | | | | |
| Service Begin Date: |  | | | | |
| Service End Date: |  | | | | |
| Projected Annual Cost: |  | | | | |
| Anticipated Years Required: |  | | | | |
| Exemption Required: | **Yes** | |  | **No** |  |
| *If yes, check only one:* | **Sole Source** | |  | **Emergency** |  |
| Project Background/Description | | | | | |
| Considerations: Be Specific  What motivated this project (e.g., legislation, demo, etc.)  Describe the project/system to be implemented.  What do you hope to accomplish with this project/system?  What will the project accomplish that is not currently accomplished manually or with other projects/software? | |  | | | |
| Goals and Objectives | | | | | |
| Considerations:  Are there performance goals and objectives for implementation?  How will the project/system’s goals map to the department goals and needs?  How many vendors required?  Is there a current vendor and do you want to replace with a new vendor? | |  | | | |
| Business Need(s) | | | | | |
| Considerations:  What department/business requirements will this project/system address?  Is a hosting environment for the agency and vendor (e.g. cloud, government cloud) needed?  What problems should this project/system solve? | |  | | | |
| Configuration | | | | | |
| Considerations:  Describe the application/system desired. | |  | | | |
| System(s) Integration | | | | | |
| Considerations:  Are there other projects/systems with which this system will interface?  Is there any existing project/system documentation? If so, include. | |  | | | |
| Functional Requirement(s) | | | | | |
| Considerations:  Is web access and mobile access required? If so, explain.  Describe the administrative management and workflow.  Are notifications and alerts required?  Are specific functions required (e.g. search/calendar /audit /archival functions)  Is Document Manager required?  Will the project/system require reports and dashboards?  Is data migration/management /backup services required?  Is software and security required? | |  | | | |

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| Data Set Integration | |
| Considerations:  Is the data and/or functionality shared by others?  If there will be or are existing data sharing agreements, please list the names of the data recipient(s). |  |
| Support/Resources | |
| Considerations:  What information/projects support do you need from this project/system that you don’t have now?  Are there addition licenses, software, or hardware needed to deploy this project? |  |
| Key Users/Stakeholders | |
| Considerations:  Who are the key keyholders and users? Do their goals differ? If so, how? |  |