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)			
Section A - Project Proposal Information			
Type of Proposal			
Project Title			
Project Sponsor (Name and email address)		**Project Requestor (Name and email address)**	
Business Case and Goal (Refer to Section C)			
Project Start Date (Required)		**Project Completion Date (Required)**	
The proposed project aligns with which strategic goal? (Refer to Section C)		**The proposed project aligns with which objective? (Refer to Section C)**	
Estimated Number of Labor Hours		**Risk Level (Refer to Section C)**	
CCIT Lead Department		**Participating CCIT Group(s)**	
Estimated Project Cost		**Target Funding Source(s)**	

Does project involve critical or sensitive data?		If 'yes' to previous question, what regulatory compliance requirements apply, or what sensitive data is involved?	

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.
Operation	An ongoing (not temporary) production of goods and/or services using an organization's existing procedures. In general, operations produce the same result and/or product repetively.
Project	A temporary (defined beginning and end date) endeavor undertaken to create a unique product, service, or result.
Project Requester	The project sponsor's representative who 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.).
Strategic Goals and Objectives	Clemson*FORWARD* is a 10-year strategic plan; the first implementation phase began in July 2014. Clemson*FORWARD* has four strategic priorities: research, engagement, the academic core, and the living environment. Each respective organization's goals align with the aspirational 10-year targets identified as part of the Clemson*FORWARD* Strategic Plan. Refer to the CCIT Assessment Plan for more information.

For more information, please visit the CCIT Project Management Office webpage at https://ccit.clemson.edu/about/departments/internal-operations/project-management-office/.