*For more information, contact Sarah Arnott at 709-864-2984 or* [*sarnott@mun.ca*](mailto:sarnott@mun.ca)*. Send completed proposals to itgc@mun.ca.*

|  |  |
| --- | --- |
| **Proposal title:** |  |
| **Requester name and unit:** |  |
| **Unit head approval?** |  |
| **Date:** |  |

# Description

## Problem, need and impact

*Consider why this is needed; how will things be different; who and how many units/campuses are impacted; what does success looks like. [200 Words]*

## Alignment to priorities

*How does this enable the university or unit-level strategy and mandate? [1-3 sentences]*

## Benefits

*List the measurable benefits (e.g. university-wide or unit-level impact, reduces risk, enables service improvements/process efficiencies, leverage potential, costs savings/revenue generation, etc.). [2-5 bullets]*

## Constraints

*Critical dates, availability, budget, regulations, etc. [2-5 bullets].*

## Key milestones

*Major milestones for implementation. [2-5 Bullets]*

## Consequences of not proceeding

*What happens if this investment does not happen (e.g. opportunities missed, impact on future projects, services impacted, etc.)? [100 words]*

## Cost and funding source

*What are the implementation and annual costs? Has funding been secured?*