***Purpose / Instructions:*** *The purpose of this form is to gather preliminary information and document the user request. The end user will fill out, or provide, the information for each section below. If it is determined that this request will be deemed a project, the Process Initiator will then add more detail to this form where necessary and provide to the Gate Reviewers as the Idea Summary.*

# Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor: |  | Owner: |  |
| Dept: |  | (Can be the same as the Requestor) |
| Contact Info: |  | Executive Sponsor: |  |

# Request Description / Idea Summary

*<Provide a brief description of the business need (i.e. what you would like to accomplish – what problem you are trying to solve).>*

## Business Objectives/Critical Success Factors

*<Describe any measurable outcomes which have been defined by the project owner, sponsor or stakeholders as success criteria.>*

# Organizational Resource Requirements

*<List the various stakeholder groups and specific expertise required for this project. It is important to understand which departments will be requested to provide resources.>*

# System/Process Modification Request

*<Provide a brief description of any specific GW systems or processes which will be considered as part of this request. Are there any interfaces with GW enterprise systems? Are there any modifications required to existing GW systems?>*

# Funding Information

*<Is funding available for this request? Please describe the timetable and source of any funding. Also describe the expected FTE resources estimated at a very high level.>*

# Benefit Information

*<What are the anticipated high-level quantifiable and qualifiable benefits which may result from implementation of this solution?>*

# Priority Information

## Due Dates / Milestones

*<List any imperative due dates or milestone which this project must meet:>*

|  |  |
| --- | --- |
| Milestone | Date |
|  |  |
|  |  |
|  |  |

## Classification

*<Select one of the following and delete the other two:>*

* Must Do (Legislative, Board or other Mandate – describe below)
* Should Do (Possible negative impact if no action is taken – describe below)
* Like to Do (if we do not do this project, it will not impact the University – describe below)

Description:

**Prepared By:** *Author’s Name Here*, *Title and Office Name*