Project Name
Project Number
Submitted By

Table 1. Impact Dimension Questions and Predefined Answers   27

Criteria #	Question	Answers	Scoring Value	Weight	Score
1	Is this project mandated?	Yes	9: True	5	
		No	0: False		
2	Does this project support District strategic priorities?	Supports multiple priorities	9: Supports many	4	
		Supports one priority	4: Supports one		
		Doesn't support any priorities	0: Supports none		
3	Does the project directly benefit students?	Doesn't affect students	0: None	4	
		Few students	3: Few students		
		Moderate number of students	5: Some students		
		Many students	7: Many students		
		All students	9: All students		
4	Does the project directly benefit faculty/staff?	Doesn't affect faculty/staff	0: None	4	
		Few faculty/staff	3: Few faculty/staff		
		Moderate number of faculty/staff	5: Some faculty/staff		
		Many faculty/staff	7: Many faculty/staff		
		All faculty/staff	9: All faculty/staff		
5	Directly benefits external constituents (such as community partnerships, high schools, community based organizations, etc.)	Yes	9: True	3	
		No	0: False		
6	Are any annual financial savings/earnings expected?	None	0: None	2	
		Saves < $10k per year	3: Little savings		
		Saves $10k–$25k per year	5: Some savings		
		Saves $25k–$50k per year	7: Moderate savings		
		Saves > $50k per year	9: Substantial savings		
7	Faculty/staff time savings:	None	0: None	2	
		Saves 1–10 hrs. per month	2: Little savings		
		Saves 11–25 hrs. per month	3: Some savings		
		Saves 26–50 hrs. per month	5:Moderate savings		
		Saves 51–100 hrs. per month	7:Significant savings		
		Saves >100 hrs. per month	9:Subtantial savings		
8	Impact on current staffing:	Increase	0: Increase	2	
		Decrease	9: Decrease		
		Remain the Same	5: No impact		
N/A	Sponsor's priority:	Low	N/A	N/A	
		Medium			
		High			
		Project is related to health/life/safety	9: Health/life/safety		
		Project supports student success	7: Student success		

	Additional project outcomes/benefits:	Project reduces risk or improves security	8: Risk/security	1	
		Project addresses a current system that is at end of life	6: End of life		
		Project addresses a current system that is functioning but is nearing end of life	4: Near end of life		
		Project automates 1 or more manual learning/business processes	3: Automates process		
		Project enables standardization of 1 or more learning/business processes	2: Standardization		
9		Other	1: Other		

Table 2. Effort Dimension Questions and Predefined Answers

	Question	Answers			
N/A	Please describe what your project will accomplish (be specific - Who? What? When? Where? Why? How?):		N/A	N/A	
10	Number of impacted departments :	(services, tracs, department)	0: None	3	
			3: Some		
			9: Many		
11	IT FTE reallocation required during implementation:	None	9	2	
		< 0.25 FTE	8		
		0.25–0.5 FTE	7		
		0.51–0.75 FTE	6		
		0.76–1 FTE	5		
		1–1.5 FTE	3		
		1.5–2 FTE	1		
		> 2 FTE	0		
12	Non-IT FTE reallocation required during implementation:	None	9: None	2	
		< 0.25 FTE	8: < 0.25 FTE		
		0.25–0.5 FTE	7: 0.25–0.5 FTE		
		0.51–0.75 FTE	6: 0.51–0.75 FTE		
		0.76–1 FTE	5: 0.76–1 FTE		
		1–1.5 FTE	3: 1–1.5 FTE		
		1.5–2 FTE	1: 1.5–2 FTE		
		> 2 FTE	0: > 2 FTE		
13	Ongoing IT FTE support required:	None	9: None	2	
		< 0.25 FTE	8: < 0.25 FTE		
		0.25–0.5 FTE	7: 0.25–0.5 FTE		
		0.51–0.75 FTE	6: 0.51–0.75 FTE		
		0.76–1 FTE	5: 0.76–1 FTE		
		1–1.5 FTE	3: 1–1.5 FTE		
		1.5–2 FTE	1: 1.5–2 FTE		
		> 2 FTE	0: > 2 FTE		
		None	9: None		
		< 0.25 FTE	8: < 0.25 FTE		

#	Criteria			Weight	Score
14	Ongoing non-IT FTE support required:	0.25–0.5 FTE	7: 0.25–0.5 FTE	2	
		0.51–0.75 FTE	6: 0.51–0.75 FTE		
		0.76–1 FTE	5: 0.76–1 FTE		
		1–1.5 FTE	3: 1–1.5 FTE		
		1.5–2 FTE	1: 1.5–2 FTE		
		> 2 FTE	0: > 2 FTE		
15	Implementation hard cost (Hardware, software, consulting fees, etc):	Free-form integer	9: Low cost	2	
			1: High cost		
16	Total hours to implement:	Free-form integer	9: Small project	2	
			5: Medium project		
			1: Large project		
17	Ongoing hard costs (Hardware, software, maintenance, etc):	Free-form integer	9: Low cost	2	
			1: High cost		
18	Project Implementation duration:	< 1 month	9: < 1 month	2	
		1–2 months	7: 1–2 months		
		3–6 months	5: 3–6 months		
		6–12 months	3: 6–12 months		
		12–18 months	1: 12–18 months		
		> 18 months	0: > 18 months		
19	Business process changes required:	No business process will change as a result	9: No required changes	1	
		Minimal number of business processes must change as a result	7: Minimal changes		
		Moderate number of business processes must change as a result	5: Moderate changes		
		Many business processes must change as a result	3: Many changes		
20	Complexity of implementation:	None (routine change within 1 system)	9: None	2	
		Minimal (minimal system impacts or few dependencies)	7: Minimal		
		Moderate (IT vendor interfaces, multiple system impacts, or multiple dependencies)	5: Moderate		
		High (multiple vendor interfaces, complex system impacts, many dependencies)	3: High		

Total Weighted Score: