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| **Project Information** | |
| **Project Name** |  |
| **Project ID (supplied by PRB)** |  |
| **Agency** |  |
| **Requestor Name** |  |
| **Requestor Contact** |  |
| **Project Sponsor** |  |
| **Submission Date** |  |
| **Expected Start Date** |  |
| **Expected Completion Date** |  |
| **Funding Source** | Federal Funding IT Investment Funds Agency Operating Funds  Capital Funds Other:  Click or tap here to enter text. |
| **IT Support Required** | Implementation  Project Management  Ongoing Maintenance  Review Only |
| **Agency Priority** | Critical  High  Standard  Low |
| **Type** | Upgrade to System  Replacement System  Brand New System  Enterprise Deployment |
| **Privacy** | Not Applicable  Public Data  Personally Identifiable Data *(Name, DOB, ID)*  Health Data (HIPAA)  Federal Tax Information (FTI)  Financial Data (Credit Cards, etc.)  Social Security Administration (SSA) |
| **Project Description** | |
| Describe main details of project. | |
| **Business Need** | |
| Describe the customer’s needs that would be met. Is this a mandated change? | |
| **Objectives** | |
| Describe the objectives of this project. Objectives should be specific, measurable, achievable, realistic, and time bound (SMART). Often related to increased revenue, performance, customer satisfaction, improved service, reduced/avoided cost, or regulatory requirement. | |
| **Success Criteria** | |
| How will success be measured? | |
| **Scope** | |
| **In Scope:**  Identify items known to be in scope. Should support objectives and be specific as possible.  **Out of Scope:**  Identify items known to be out of scope. Reduce ambiguity about items that could be part of the project, but are not being included. | |
| **Dependencies** | |
| Identify key dependencies. For example, completion of another project. | |
| **Assumptions** | |
| Assumptions are factors that are considered true for planning purposes. For example, the availability of certain resources. | |

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| **Risks** | | | |
| **Description** | **Probability (H, M, L)** | **Impact (H, M, L)** | **Mitigation Plan** |
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| **Resources** | | | |
| **Name** | **Agency** | **Role** | **Responsibility** |
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| **Project Costs** | | |
| **Cost Type** | **Vendor** | **Amount** |
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| **Support and Maintenance Plan** |
| Who will provide ongoing support and maintenance? |
| **Security and Network Requirements** |
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| **Agency Approval (signatures are required to be presented at PRB)** | | | |
| **Name** | **Title** | **Signature** | **Date** |
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| **PRB Criteria** | |
| **Fast Track** | **Full Review** |
| Under $50,000 | $50,000+ |
| Low public-facing risk score | High public facing and/or technical complexity risk |
| Low technical complexity score |  |
| **Form Submission and PRB Meeting Preparation** | |
| **Step** | **Owner** |
| Fill out form and email to [doa.PRB@doit.ri.gov](mailto:doa.PRB@doit.ri.gov) (submit at least 14 days prior to PRB meeting) | Agency IT Manager |
| Check-in with PRB Coordinator | PRB Coordinator |
| Add project to your Agency Folder on [PMO SharePoint](https://rigov.sharepoint.com/sites/etss-pmo/Project%20Documents/Forms/AllItems.aspx) | Agency IT Manager |
| **Presenting to PRB – meets first and third Thursdays of month** | |
| Confirm next scheduled review by email | PRB Coordinator |
| Attend PRB | Primary contact and Agency IT Manager |

\*PRB guidance can be found online (<http://operations.doit.ri.gov/projects/>).

**Supplemental Project Information -** Please submit with PRB form if you have any of the below:

Cloud Security Form – **INCLUDE FOR ALL CLOUD PROJECTS**

Project Roadmap/Schedule

Cost Proposal/Analysis

Draft Purchasing Documentation (RFI, RFP, Mini Bid)

Example or Demo