

ADMINISTRATIVE PRACTICE LETTER

**SUBJECT: BUSINESS CASE PROCESS FOR INFORMATION
TECHNOLOGY PROJECTS**

A comprehensive business case is essential to provide a broad analysis and plan of the overall project to facilitate early buy in and provide a verifiable basis for conducting the project. The business case should clearly identify the current situation leading to the need, the expectations of the project in terms of the key benefits to be achieved and the estimated financial costs associated with the proposed.

A business case should be drafted after a project has been conceptually designed and vetted. It is important to develop a business case within the context of the University's core mission and other programs, functions or services. If the business case is for a project affecting more than one campus, it should be framed within the perspective of the Systems' policy and budget priorities.

A business case should be a living document through the execution of a contract. If key assumptions or the methodologies change, or as additional information is made available, the business case should be updated.

The purpose of creating a sound business case is to clearly demonstrate value added to the University, to convey one consistent message to all stakeholders and to provide the roadmap for how the project would be developed, procured, implemented and managed. Factors used to determine how the success of a project would be measured should be provided in the document and shall serve as a non-negotiable factor for the remainder of the project if implemented.

Whenever an initial Information Technology investment will exceed \$50,000, the campus Chief Financial Officer will complete the Business Case form (see attachment below) and forward it to the University of Maine System Chief Information Officer of the for review.

Approved by the Treasurer of the University of Maine System. Official copy on file in the Treasurer's office.

Chief Financial Officer & Treasurer

Business Case Analysis

Instructions: Please complete this form for all projects that include an initial IT investment of \$50,000 or more.

Project :	
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A. Summary

Date prepared:		Prepared by/contact:	
Original or Revision:		Email address:	
Campus:		Phone number:	

B. Sponsors, Proponents and Collaborators

Name	Title	E-mail address	Phone number

C. Executive Summary

What is the service?	
What is the purpose?	
Why is it needed now?	

D. Project Description

Description of project?	
How long will it be useful?	
How will this project contribute to the UMS mission over the useful life of the project?	

E. Alternative analysis

What alternatives were considered and why is this alternative preferable?	
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F. Value

What makes this a valuable project?	
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G. Risks to project's Success

Level (H,M,L)	Description	Management/Mitigation strategy

H. Contingencies and Dependencies

Description	Impact on this project

I. Budget

Which cost centers will benefit from this project?	
Which cost centers will fund this project?	

J. Cost estimates (include staff, capital and other):

	ITEM	AMOUNT	COMMENTS
Development			
Implementation			
Annual Maintenance			

K. Project Staffing

What skills are needed during project development, implementation and operation?			
Who will participate in the project development, implementation and operation and how do their skills match the needed skills?			
Phase (Dev, Implementation, Operation.)	Skills Needed	Participants	Skills Present

L. Training

How will staff be trained initially?	
How will ongoing training be performed?	

M. Success Measurement

Which specific results, if achieved, would make this a successful project?	
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N. Success Evaluation

Measurable Factor	How this data will be collected?	Who will report this data?

This form has been prepared in accordance the APL Section VI-C: Business Case Process for IT Projects