Proposal Title: Enter title here

Business Owner: Provide personnel and/or program area designated Business Owner

Cost: What is the total anticipated cost? Please provide a breakout by funding source.

Mandated Completion Date: Click here to enter a date

Opportunity/Purpose:
Describe why this new project is necessary or what problem it will solve. Is there an existing solution within the enterprise or is a new solution required? If existing solution, does it require significant redesign or modernization?

Business Background:
Detail the background and current environment.

1. When did the agency become aware of the opportunity or problem(s) this project will address?
2. What steps has the agency taken to address or mitigate the problem(s)?
3. Does the agency want to replace an end-of-life system?
4. Is the solution custom or an off-the-shelf product?
   a. If custom, why does an off-the-shelf product not a feasible option?
5. If applicable, did the agency reach out to the Governor’s Chief Digital Officer, through its Digital Director, in terms of potential solutions?
6. If not a newly identified opportunity or problem(s), what are the past costs relative to this ongoing project or problem?

Vision, Goals and Objectives:
What is the vision and supporting goals and objectives of the initiative?
Guiding Principle Alignment:

1. Which commonwealth guiding principle is this related to?

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<thead>
<tr>
<th>Select the guiding principle this aligns to.</th>
<th>Include the name of mandate, initiative, priority this aligns to.</th>
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<td>Legislative Mandate (Federal/State)</td>
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<tr>
<td>Governor Priority</td>
<td>If yes, does it align to Customer Service Transformation, for example, or other initiatives? Please specify.</td>
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<td>Program Priority</td>
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<td>Other, please explain</td>
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2. Did you search for another solution that may exist and in use within state government? *(Consult with Business Relationship Managers and Architects as needed)*

- [ ] Yes
- [ ] No

3. If yes, what was the result of your search?

4. If yes and not planning to use the existing solution, why is the existing solution that being leveraged not being used for this effort?

Alignment Details:

*Describe how this proposal supports the selected Guiding Principle(s). What outcomes are to be achieved? What are the Critical Success Factors (CSFs) that will be used to measure the success?*

Customer Experience:

*Will this initiative improve customer experience? *(Significant value, Moderate value, minimal value)* Provide justification for expected customer experience.*

Approach:

*Describe the approach to solve the opportunity or business problem including frameworks used (e.g. Design Thinking, FEAF, ITIL, DevOps) and alternatives that may be under consideration, and how should it be executed.*

Approvals

*(A wet signature not required, documented approval such as email is acceptable)*

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<tr>
<th>Role</th>
<th>Signatory</th>
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<td>Secretary of Administration</td>
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<td>Commonwealth CIO, Office of Administration</td>
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