

## TECHNOLOGY PROJECT PLANNING SUBMISSION FORM

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Date:

Department:

Submitted by:

Project title:

Phone:

Date required:

Email:

### **Project type:**

Strategic – project aligns with or meets one or more Strategic goals of the City

Enhancement – an upgrade or improvement to an existing application/system

Regulatory – mandated by federal, state, or regulatory office

If regulatory, enter the date to be completed

**What is the projected timeline of the project?**

**What is the approximate cost of the project (including hardware, training, conversion, integration, etc.)?**

**Has the cost been approved and is it in the current year's budget?**

**What other Departments are involved and have they been contacted regarding this project?**

**Is this a new application or is this replacing an existing application? If replacing, which one?**

**Is any funding coming from grant funds?**

**Department Head's approval**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Technology Manager's approval:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department project?

Submitted to TG?

**Brief description of the project** *(Explain what the project is and what needs to be done):*

[Grey rectangular area for project description]

**Why should this project be done?** *(Explain what the project is expected to achieve, its benefits, and any cost savings):*

[Grey rectangular area for justification]

**Is there a Project Dependence?** *(Does this project require some other component or system to be involved, and if yes, which other systems are/will be impacted?):*

[Grey rectangular area for project dependence]

**Technology Governance Chair/Co-Chair approval:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date