**Project Opportunity Name:**

*A brief name for the opportunity being proposed should be provided here.*

**Executive Summary / Project Description:**

*This section should be written last. It is a high-level overview of the opportunity. It should be brief and concise as the details about the opportunity should be in the sections below. This section should also include why this project is a regulatory requirement and/or requires new / updated policy.*

**Project Sponsor:**

*Please provide name of the individual proposing the opportunity.*

**Requesting Department:**

*Please provide name of the business unit proposing the opportunity.*

**Requires Policy Update:**

Yes [ ]

No [ ]

**Regulatory:**

Yes [ ]

No [ ]

**Desired Implementation Date:** *Please provide the date you wish the project to be implemented.*

Click here to enter a date.

**Project Requested Date:** *Please provide the date the project is being requested.*

Click here to enter a date.

**Current Situation:**

*Provide a description of the issues facing the university relating to the current situation. Consideration should be given to university policies, procedures, business processes, systems and organization.*

**Benefits:**

*A list (quantified if possible) of the business benefits that could be realized from pursuing this opportunity. A clear, concise statement of the purpose and goals and what will be achieved upon completion.*

*Below are examples of Tangible Benefits. Please indicate if applicable.*

[ ] Time saved from increased productivity and reduction in time to complete tasks

[ ] Time saved from reduction in campus support required

[ ] Time saved from reduced number of errors

[ ] Time saved from improved system reliability

[ ] Time saved from having fewer problems to resolve

[ ] Cost saved from reduction of paper used

[ ] Other direct cost savings

*Please explain how the tangible benefits checked above are applicable.*

**Benefits (continued):** *Below are examples of Intangible Benefits. Please indicate if applicable.*

[ ] Increased customer (student, faculty, user) satisfaction

[ ] Improved customer service and support

[ ] Increased usability leading to increased student enrollment or student retention

[ ] Improved/automated business processes

[ ] Faster, more accurate, more detailed information

[ ] Improved analytics

[ ] Better forecasting

[ ] Better controls to improve data input accuracy

[ ] Better internal control

[ ] Improved software vendor support and service

[ ] Improved communication

*Please explain how the intangible benefits checked above are applicable.*

**NKU Strategic Plan Alignment:**

*An explanation as to how this project aligns with the university’s strategic plan goals.*

**Timeframe Considerations:**

*Provide a description of key dates that need to be considered if this opportunity moves forward. This should take into consideration the impact on important academic calendar events, federal and state mandates, etc.*

**Stakeholders:**

*List the people and/or functional areas that are directly involved with or impacted by the project opportunity.*