

# FORM D: IT Project Proposal Form (FY 20XX-20XX)

Project Name:

Dept:

Date:

**PROJECT  
SCORE**

Project Manager(s):

## Range of Impact

**Weight**

### 1) Department Priority:

5%

Is this project your department's highest priority (only one project can be the highest priority for your department)

Yes (Please explain)

No

### 2) Project Scope:

10%

0. None - No impact

1. Low - Department-only impact

2. Moderate - Multi-departmental Impact

3. Significant - Citywide Impact

### 3) Compliance Requirement:

10%

0. None - No measurable impact on compliance requirements.

1. Low - Small impact on compliance requirements.

2. Moderate - Necessary to maintain current compliance requirements.

3. Significant - Demonstrates measurable improvement and necessity for compliance.

### 4) Core Business Support:

10%

0. None - No support of the departments core business

1. Low - Some department core business support

2. Moderate - City core business support

3. Significant - Key department and city business support

### 5) Innovation:

5%

0. None - No transformative change to core services

1. Low - Somewhat advances/transforms core services

2. Moderate - Advances/transforms core department services.

3. Significant - Advances/transforms citywide services.

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## SUPPORT OF ICT PLAN GOALS

**Weight**

### 1) Efficiency & Effectiveness

10%

- 0. None - No measurable impact on workload or too difficult to measure.
- 1. Low - Demonstrates minimal savings / impact on workload.
- 2. Moderate - Demonstrates some measurable savings / impact on workload.
- 3. Significant - Demonstrates measurable savings / impact on workload.

### 1a) Financial Impact

10%

- 0. None - No significant financial savings nor revenue.
- 1. Low - Demonstrates minimal (<\$100k) in financial savings and/or revenue.
- 2. Moderate - Demonstrates some measurable (\$100k-\$250k) financial savings and/or revenue.
- 3. Significant - Demonstrates measurable (\$250k+) financial savings and/or revenue.

### 2) Support, Maintain & Secure Critical IT Infrastructure

30%

- 0. None - No measurable impact on critical IT infrastructure
- 1. Low - Demonstrates some measurable impact on the department IT infrastructure
- 2. Moderate - Demonstrates some measurable impact on multiple department IT infrastructure
- 3. Significant - Demonstrates a measurable impact on the city's IT infrastructure

### 3) Access & Transparency

10%

- 0. None - No measurable impact on improved government transparency or public access to information and services
- 1. Low - Demonstrates minimal impact on improved government transparency and/or public access to information and services
- 2. Moderate - Demonstrates measurable impact on improved government transparency and/or public access to information and services
- 3. Significant - Substantially improves government transparency and/or public access to information and services

**TOTAL 100%**