

## Project Proposal

Project Proposal No: #####

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### 1) Project Details

Project Name:  
Departments/Campuses affected by the project:  
Date Submitted:

### 2) Project Sponsor(s)

|         |             |
|---------|-------------|
| Name:   | Email:      |
| Campus: | Department: |
|         |             |
| Name:   | Email:      |
| Campus: | Department: |

### 3) Project Description (what you want to do)

*Provide a simple, high-level description of the project that clearly states the overall business goal of the initiative. If the description is highly technical or utilizes acronyms, please provide a one paragraph summary in layman's terms of the project.*

### 4) Project Justification (why you want to do this)

*A simple, high-level description of the benefits the project will achieve (generally a paragraph or less).*

#### A. What measures will you put in place to determine whether this project was a success?

*Add text here.*

#### B. To the extent that you have information on specific benefits of performing this project, please summarize them below. This might include items such as costs savings or service improvements. Include the types and numbers of affected customers.

*Add text here*

#### C. Does this project support a University, Campus, or Department strategic plan?

*Add text here*

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**O García**



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