

PMO PROJECT BUSINESS CASE: {Project Name}

SUBMITTED BY		DATE SUBMITTED	
DEPARTMENT		BUILDING, ROOM	
PHONE		ALTERNATIVE PHONE	
EMAIL		U-ID	

PROJECT SUMMARY

ISSUE INFORMATION:

What is the problem that this request addresses? Why are you proposing this request?

What are the proposed solutions and deliverables of this request?

PROJECT URGENCY:

Is this project necessary for legal, regulatory, or security compliance? If so, please state the compliance item, law, or regulation that prompted this request, the deadline, and any penalties for not meeting the compliance terms.

All items related to compliance will be reviewed by the General Counsel's Compliance Committee.

PROFESSIONAL SERVICES

Does this project require professional services? – Yes or No

If yes, please describe the professional services needed. Have quotes been gathered? Is there a signed contract?

Which business units/departments would be affected by this project or would need to cooperate for implementation?

BENEFITS & SAVINGS

What are the time/labor savings associated with this request?

Which of IIT's strategic priorities does this project relate to? See <https://web.iit.edu/strategic-plan/2020-2025>