

[Project Title]

Enterprise Project Justification

*[List Division Names]*

**[Date in Month and Year]**

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Table of Contents

[1. Executive Summary 3](#_Toc65194903)

[1.1. Problem Statement 3](#_Toc65194904)

[1.2. Recommendation 3](#_Toc65194905)

[1.3. Justification 3](#_Toc65194906)

[2. Problem Definition 4](#_Toc65194907)

[2.1. Background 4](#_Toc65194908)

[2.2. Problem Statement 4](#_Toc65194909)

[3. Alternatives Analysis 4](#_Toc65194910)

[3.1. Overview of Solutions 4](#_Toc65194911)

[3.2. Detailed Analysis of the Alternatives 4](#_Toc65194912)

[3.2.1. Alternative #1 4](#_Toc65194913)

[3.2.2. Alternative #2 5](#_Toc65194914)

[3.2.3. Alternative #3 5](#_Toc65194915)

[3.3. Proposed Solution 6](#_Toc65194916)

[4. Project Overview 6](#_Toc65194917)

[4.1. Project Description 6](#_Toc65194918)

[4.2. Implementation Strategy and Schedule 6](#_Toc65194919)

[4.3. Project Assumptions and Constraints 6](#_Toc65194920)

[4.4. Major Project Milestones 7](#_Toc65194921)

[4.5. Estimated Project Cost and Ongoing Costs 7](#_Toc65194922)

[4.5.1. Project Costs 7](#_Toc65194923)

[4.5.2. Production / Maintenance Costs 7](#_Toc65194924)

[4.6. District Priorities 8](#_Toc65194925)

[4.7. Value Proposition 8](#_Toc65194926)

[4.7.1. Return on Investment 8](#_Toc65194927)

[4.8. Project Risks and Mitigation 9](#_Toc65194928)

[5. Approvals 10](#_Toc65194929)

Version History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Modification** | **Author** |
| 1.0 |  | Created |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Executive Summary

[The executive summary provides an overview that summarizes key points of the project justification document. It should communicate essential background information and the problem including impacts to the District. Present the recommended solution, anticipated outcomes and benefits of the proposed project, how the project aligns with the District’s Priorities, and describes the justification for the proposed project in a clear and concise manner.]

* 1. Problem Statement

[Enter text here]

* 1. Recommendation

[Enter text here]

* 1. Justification

[Enter text here]

1. Problem Definition
   1. Background

[Provide key details about the circumstances, context, and background that have led or will lead to the problem and the proposed project.]

* 1. Problem Statement

[Provide a clear problem statement that explains the problem, who is affected, and where and when the problem occurs. What is the magnitude of the problem? Explain why it is important to address the problem now and what will happen if the problem is not addressed. What is the impact(s) to the organization and why is it an obstacle to reaching the District’s priorities? Include other key details such as Board resolutions, legal or compliance mandates, and time constraints.]

1. Alternatives Analysis
   1. Overview of Solutions

In order to resolve this problem, the top alternative solutions listed in the table below were considered and evaluated. [What top alternative(s) were available and assessed to resolve the problem? Include key factors that were considered for each alternative, such as schedule, budget, District priorities, risk, impact, organizational change, resource availability, etc. Insert additional rows as needed.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Project Description | Est Cost | Est Schedule | Key Factors considered |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

* 1. Detailed Analysis of the Alternatives

The following section presents the alternatives that were evaluated to resolve the problem, [1) Alternative #1, 2) Alternative #2, and Alternative #3. Include the top alternatives that were considered and evaluated to resolve the problem. One of the alternatives explored can be maintaining the status quo.]

* + 1. Alternative #1

**Description of the Alternative**

[Describe the alternative solution to the problem. What is the scope and how will it solve the problem? Briefly describe the proposed implementation strategy.]

**Estimated Schedule**

[Provide the estimated timeline for the project]

**Estimated Cost**

[Provide the estimated project cost and include a project budget worksheet, if available]

**Benefits**

[What is the value proposition (including non-financial), return on investment, and expected benefits? Consider existing costs compared to project costs and new ongoing/production costs.]

**Advantages**

[List and describe the advantages of this alternative. Consider the scope, schedule, budget, District priorities, risk, impact, organizational change, benefits or value proposition, resource availability, etc.]

**Disadvantages**

[List and describe the disadvantages of this alternative. Consider the scope, schedule, budget, District priorities, risk, impact, organizational change, benefits or value proposition, resource availability, etc.]

* + 1. Alternative #2

**Description of the Alternative**

[Describe the alternative solution to the problem. What is the scope and how will it solve the problem? Briefly describe the proposed implementation strategy.]

**Estimated Schedule**

[Provide the estimated timeline for the project]

**Estimated Cost**

[Provide the estimated project cost and include a project budget worksheet, if available]

**Benefits**

[What is the value proposition (including non-financial), return on investment, and expected benefits? Consider existing costs compared to project costs and new ongoing/production costs.]

**Advantages**

[List and describe the advantages of this alternative. Consider the scope, schedule, budget, District priorities, risk, impact, organizational change, benefits or value proposition, resource availability, etc.]

**Disadvantages**

[List and describe the disadvantages of this alternative. Consider the scope, schedule, budget, District priorities, risk, impact, organizational change, benefits or value proposition, resource availability, etc.]

* + 1. Alternative #3

**Description of the Alternative**

[Describe the alternative solution to the problem. What is the scope and how will it solve the problem? Briefly describe the proposed implementation strategy.]

**Estimated Schedule**

[Provide the estimated timeline for the project]

**Estimated Cost**

[Provide the estimated project cost and include a project budget worksheet, if available]

**Benefits**

[What is the value proposition (including non-financial), return on investment, and expected benefits? Consider existing costs compared to project costs and new ongoing/production costs.]

**Advantages**

[List and describe the advantages of this alternative. Consider the scope, schedule, budget, District priorities, risk, impact, organizational change, benefits or value proposition, resource availability, etc.]

**Disadvantages**

[List and describe the disadvantages of this alternative. Consider the scope, schedule, budget, District priorities, risk, impact, organizational change, benefits or value proposition, resource availability, etc.]

* 1. Proposed Solution

**­**[From the alternatives listed above, what is the proposed solution? Provide justifications why the proposed solution is the best alternative to resolve the problem.]

1. Project Overview
   1. Project Description

[Provide a description of the project. What is the scope of work? How will this project resolve the problem? Who will be impacted and what processes will be changed? Include the project objectives.]

* 1. Implementation Strategy and Schedule

[Describe how this project will be implemented. e.g traditional waterfall or agile. If available, what is the proposed implementation strategy and approach? What is the proposed schedule for this project? Include key relevant events, such as schedule constraints and project dependencies. Note: The detailed implementation strategy and schedule will be developed during project planning.]

* 1. Project Assumptions and Constraints

[Complete, if available. What are the assumptions and constraints of this project? A project assumption is anything considered to be true but there is no guarantee. An assumption can be a factor needed in order for a project to be successful but may be outside the control of the project. A constraint is anything that may limit or regulate the project. Insert additional rows as needed.]

|  |  |
| --- | --- |
| **No** | **Assumptions** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

|  |  |
| --- | --- |
| **No** | **Constraints** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

* 1. Major Project Milestones

[What are the major milestones for this project and estimated dates? Examples include completion of project phases (project charter approval, requirements, development, testing; completion of key deliverables; go live date(s), etc. Insert additional rows as needed.]

|  |  |  |
| --- | --- | --- |
| **No** | **Project Milestone** | **Est Milestone Date** |
| 1. | *Ex. Project charter approval* | *mm-dd-yy* |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

* 1. Estimated Project Cost and Ongoing Costs

The following are detailed breakdowns of the estimated project costs as well as the estimated ongoing production / maintenance costs.

State if bond compliance review has been completed and indicate amount/percent which is bondable, if available.

|  |  |  |
| --- | --- | --- |
| Bond Compliance Unit review date | % Bond eligible | % Non-bond eligible |
|  |  |  |

* + 1. Project Costs

[What are the estimated costs to implement the project? Include a project budget worksheet.]

**Cost Justification**

[Provide the basis of the project cost estimate. Describe how the cost is the best value, including any cost reductions.]

**Preliminary Budget Impact**

|  |  |
| --- | --- |
| **Guiding Question** | **Project Budget Impact** |
| Are new resources required? |  |
| Funding source |  |
| Funding source amounts |  |
| Funding source percentages |  |

* + 1. Production / Maintenance Costs

[What are the estimated production / maintenance costs after go live?]

* 1. District Priorities

­[Describe in detail how the proposed solution supports the District’s Priorities, Board resolutions, and/or legal or compliance mandates. Insert additional rows as needed]

|  |  |  |
| --- | --- | --- |
| **No** | **District Priorities**  Include Resolution and/or Mandate | **Describe project impact** |
| 1. | *Ex. Parent Engagement* | *The mobile tech app will increase parent participation by providing parents and guardians a single access point to District and student information* |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

**Preliminary Equity Impact**

[Please refer to the [Accelerating Achievement through Equity in Action Resolution (Res-003-21/22)](https://drive.google.com/file/d/1QsbGO0K2dOGGgnx9WWG5gGQ9bwVQRBOc/view?usp=sharing) and the [Equity Impact Statement](https://drive.google.com/file/d/1aqzuUIOGVF8yQelhwM57NcGeSqGMfdEX/view?usp=sharing). Describe if and how this proposed project plans to address each component: Recognition, Resource Prioritization and Results.]

|  |  |  |
| --- | --- | --- |
| **Component** | **Score** | **Rationale** |
| Recognition |  |  |
| Resource Prioritization |  |  |
| Results |  |  |

* 1. Value Proposition

[What are the anticipated outcomes of the proposed project? This section should be able to justify the project by presenting clearly stated benefits, both financial and non-financial. Include information such as when benefits will be realized, who will manage these benefits and how the benefits will be measured. A sample table is provided. Insert additional rows as needed.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Benefit Description | When Benefit will be Realized | Who will Manage the Benefit | How will the Benefit be Measured |
| 1. | *Ex. Parent satisfaction will increase by 25% with increments of 5% with each quarter* | Ex. Quarterly after go live | Ex. Parent Branch | Ex. Online parent feedback surveys will measure pre and post satisfaction levels with system |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

* + 1. Return on Investment

[***Complete if available***. Use the benefits listed above to calculate the return on investment. In simple terms, ROI is Earnings over Cost. ROI can also be reflected as a percentage using the calculation below:

ROI = (Return – Cost of Investment)/(Cost of Investment) x 100

If the return will not be realized immediately after go live, indicate if the ROI will be realized in the future and when. A similar table like the one shown below can be used to demonstrate ROI over a span of several years. In the table below, the earnings are based on the cost to maintain the existing product minus the estimated cost to maintain the new product after go live. Year 0 is the implementation year and ROI will not be fully realized until Year 4.]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Year 0*** | ***Year 1*** | ***Year 2*** | ***Year 3*** | ***Year 4*** | ***Year 5*** | ***Total*** |
| ***Existing ongoing*** | *$ 100,000* | *$ 100,000* | *$ 100,000* | *$ 100,000* | *$ 100,000* | *$ 100,000* | *$ 600,000* |
| ***New ongoing*** | *$ 100,000* | *$ 50,000* | *$ 50,000* | *$ 25,000* | *$ 25,000* | *$ 25,000* | *$ 275,000* |
| ***Annual Earnings*** | *$ -* | *$ 50,000* | *$ 50,000* | *$ 75,000* | *$ 75,000* | *$ 75,000* | *$ 325,000* |
| ***Cum Earnings*** | *$ -* | *$ 50,000* | *$ 100,000* | *$ 175,000* | *$ 250,000* | *$ 325,000* |  |
| ***Project Cost*** | ***$ 200,000*** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***ROI (Earnings/Cost)*** | ***0%*** | ***25%*** | ***50%*** | ***88%*** | ***125%*** | ***163%*** |  |

* 1. Project Risks and Mitigation

[What are the known and potential risks and issues and response plans? Also include positive risks (opportunities) and response plans to enhance these opportunities. Insert additional rows as needed.]

|  |  |  |
| --- | --- | --- |
| **No** | **Risk Description** | **Planned Risk Response** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

1. Approvals

[The project justification document should be approved by executive sponsor(s), Division PMO Director, CIO (for an IT Project), and business owner(s)]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Role** | **Name, Title** | **Signature** | **Date** |
| Executive Sponsor |  |  |  |
| Executive Sponsor |  |  |  |
| Executive Sponsor, CIO |  |  |  |
| Division PMO Director |  |  |  |
| Business Owner |  |  |  |
| Business Owner |  |  |  |
|  |  |  |  |
|  |  |  |  |