### Agency Contact Information

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| --- | --- |
| **Date** | Enter in date of submission |
| **Agency** | Agency Name |
| **Project Name** | Project Name |
| **Project Manager Name** | Project Manager Name |
| **Project Sponsor(s) Name** | Project sponsor(s) name |
| **Submitted by Name**  | Person submitting proposal |

### Problem Statement

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| Describe in 200 words or less, the current situation, its challenges, limitations or constraints from a business, IT, and customer service perspective. |

### Proposal

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| Describe in 300 words or less, the proposed solution to address the current situation. Also describe benefits to be achieved, including ROI or savings and alignment with business and IT strategy, IT enterprise strategy, or Governor’s priorities. Include a high-level workflow or architecture that describes the proposed solution if possible. Describe how this proposal is innovative or reduces your legacy technology footprint. |

### Project Approach

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| Describe in 500 words or less, the approach and phases of the project or provide a high-level Gantt chart. Include known risks and resources required for the proposed project. |

Project/Solution Costs

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| **PROJECT COSTS** - Describe the component and basis for estimating the one-time costs.  |
| **One-time costs** | $ Enter all one-time costs, including costs covered by other funding sources. Identify the costs by funding source if more than one source is utilized.  |
| **ONGOING/M&O COSTS** - Describe the sustainment plan for the solution after the project closes. Describe the component and basis for estimating the ongoing costs for the agency. |
| **Annual M&O costs** | $ Enter all annualized, ongoing costs for the solution regardless of funding source. If more than one source is utilized, identify the fund source for each item listed.  |

*NOTE: \*Ongoing/M&O costs are the responsibility of the agency. Proposals should speak to the agency’s sustainment plan and agency funding strategy for ongoing costs*.

### Funding Request

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| **IM Fund Amount**  | $ Identify the total amount the agency is requesting from the IM Fund.  |

### Project Schedule

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| Use the table below to describe the project milestones and scheduled completion dates. If the agency has a detailed project schedule, please attach the project schedule to the proposal submission in place of the table below. Indicate if a detailed schedule is provided as a separate attachment to the proposal.  |

**Note:** Projects requesting funding in FY24 must have a scheduled completion date no later than June 30, 2024.

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| Milestone Description | Start Date | End Date |
| [Include key milestones such as procurement activities, security design reviews, sprint schedule, testing, acceptance, and implementation activities. This is not an exhaustive list, rather they are examples that may be included in a project schedule.] |  |  |
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