Business Case: Enter the Project Title.

|  |  |
| --- | --- |
| **Project Sponsor:**  | Enter the name of the Office and person if known. |
| **Business Owner:**  | Enter the name of the Office and person if known. |
| **Executive Authority:** | Enter the name of the Office and person if known. |
| **Start Date:** | Click or tap to enter a date. |
| **End Date:** | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **IT Project Type (**[**Read definition of each type**](https://admin.ks.gov/offices/systems-management/it-projects/it-project-request-definitions)**)** | Choose an item. |
| **Is this project required for state statute, regulatory board, law, etc?**  | Choose an item. |
| **Will the IT system collect, consume, and/or store restricted use information (examples are PII or FII)?** | Choose an item. |

# Executive Summary

Summarize the business need or problem, the requested solution, and the benefits the solution will provide to solve the problem or satisfy the need.

# Background Information

Summarize any background information you have on the current system, project, or program.

# Vision, Goals and Objectives

Summarize your vision for the project. List out your overall goals to meet your vision. Provide objectives on how you will meet your goals.

# Project Scope

List items (requirements, tasks, deliverables) that are in and out of scope of this project.

# Project Requirements

List high-level requirements that are needed for the solution.

# Project Risks & Mitigations

List known project risks and the mitigations that can take place to reduce those risks.

# Project Cost Estimates

|  |  |
| --- | --- |
| **How much will the project cost to implement?** | Choose an item. |
| **Will the increase in ongoing/operational costs be more than 25% of the existing ongoing/operational costs?** | Choose an item. |

# Budget Information (optional) *Add rows if necessary.*

|  |  |  |
| --- | --- | --- |
| **Cost Name** | **Cost Type** | **Dollar Value** |
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