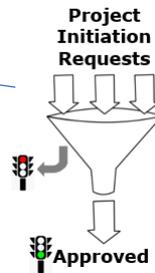




This guide describes the annual IT project planning cycle, which is a strand of UCD's planning process



	PROJECT INITIATION REQUESTS				
	Business Requests	IT Solution Proposals	Determine Capacity	Prioritise Projects	Approve Projects
Activity	<ul style="list-style-type: none"> . Business Need / Problem / Opportunity (What & Why) . Units submit Business Requests (by 28 Feb) 	<ul style="list-style-type: none"> IT evaluates requests and 1) Proposes solution (How) 2) Provides resource & cost estimates 	<ul style="list-style-type: none"> IT conducts capacity planning exercises, taking business prioritisation, likely funding and resources into account. 	<ul style="list-style-type: none"> UMT DCG (Digital Campus Group) prioritise Headline* projects and recommend approval . Units prioritise non-Headline projects within their area . IT Leadership Group approve non-Headline projects 	<ul style="list-style-type: none"> . UMT FSOG recommend Headline* projects budget approval . UMT approve Headline* projects
Financial Planning	<ul style="list-style-type: none"> Funding Source: Units consider how the project will be funded 	<ul style="list-style-type: none"> . Initial cost assessment by IT . Requestor includes project funding in Unit's Financial Plan 	<ul style="list-style-type: none"> 25 Apr: Units' initial Financial Plans completed 	<ul style="list-style-type: none"> 09 May: Units' finalise Financial Plans 	<ul style="list-style-type: none"> 27 May: UMT outline approval of university budget 10 June: FRAMC recommend budget to GA 26 June: GA budget review and approval
Outputs	Section 1 of Project Initiation Request	Section 2 of Project Initiation Request	<ul style="list-style-type: none"> . Proposed Headline* Projects . non-Headline Project candidates identified 	<ul style="list-style-type: none"> . Approved Headline* Projects . Approved non-Headline Projects 	Sep Onwards Start Approved Projects



* 'Headline' is a classification applied to high profile projects that require substantial financial investment, consume significant resources and/or have a high impact on staff/students.

Step 1 - Requestors complete [Business Requests](#): Heads of Units/Schools should engage with IT Services through their existing IT liaison (or ITPartners@ucd.ie) for assistance in completing a Business Request to initiate a new IT project.

Step 2 - IT Services prepare Solution Proposals: IT Services will then liaise with the requestor and prepare a Solution Proposal to include an estimate of the resources (people and financial) needed to deliver and support the solution on an ongoing basis. Resource requirements should be reflected in your Unit/School's Business and [Financial Plans](#).

Note: if a request is received outside of the standard planning process, it may need to be brought to [UMT DCG](#) (Digital Campus Group) for separate review and prioritisation.

[Click here for more information on requesting an IT project](#)