

## Springfield Technical Community College IT Policy and Planning Proposal Form

### Overview

|                                   |  |
|-----------------------------------|--|
| Topic:                            |  |
| Business Problem:                 |  |
| Proposed Solution:                |  |
| Estimated Costs:<br>(\$, HR, etc) |  |

### Anticipated Impacts

|                 |  |
|-----------------|--|
| IT:             |  |
| Students:       |  |
| Faculty:        |  |
| Administration: |  |

### Implementation Approach

| What | When | Who |
|------|------|-----|
|      |      |     |
|      |      |     |

Sponsor (will represent proposal to IT Steering Group): \_\_\_\_\_

Executive Sponsor (Vice President): \_\_\_\_\_

**Note:** All proposals **MUST** have executive sponsorship. Only those proposals with signatures from an executive will be considered.

Submission Date: \_\_\_\_\_

Proposal # \_\_\_\_\_

### Proposal Status

| <b>Proposal Status</b><br>APS = Approved, Scheduled<br>APN = Approved, not Scheduled<br>DEL = Delayed<br>DEN = Denied | <b>Status Date</b> | <b>Comments</b> |
|---|--------------------|-----------------|
|   |                    |                 |
|   |                    |                 |
|   |                    |                 |
|   |                    |                 |
|   |                    |                 |

### Feedback

| <b>Reviewer</b> | <b>Recommendation</b> | <b>Comments</b> |
|-----------------|-----------------------|-----------------|
|                 |                       |                 |
|                 |                       |                 |