

Submission Date: _____

Proposal # _____

Springfield Technical Community College IT Policy and Planning Proposal Form

Overview

Topic:	
Business Problem:	
Proposed Solution:	
Estimated Costs: (\$, 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: _____

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Proposal Status

Proposal Status APS = Approved, Scheduled APN = Approved, not Scheduled DEL = Delayed DEN = Denied	Status Date	Comments

Feedback

Reviewer	Recommendation	Comments