**UC Libraries Advisory Structure**

**Project Proposal Template**

Before completing this form, please refer to the UC Libraries *Vision and Priorities* as well as the *University of California Libraries Systemwide Annual Plans and Priorities* for the current fiscal year:

<http://libraries.universityofcalifornia.edu/about/vision-and-priorities)>

To familiarize yourself with the factors DOC members take into consideration when evaluating a project proposal, see the *Decision Making Rubric for UC Libraries Projects:*

<http://libraries.universityofcalifornia.edu/groups/files/doc/docs/UC_Libraries_Decision_Making_Rubric.xlsx>

**Name of Group Proposing the Project**

(Replace this text with the name of the CKG or other group proposing the project)

**Contact Information**

(Replace this text with the contact information for the person or persons DOC should contact with questions regarding or decisions about this project)

**Name of Project**

(Replace this text with the name of your project)

**Problem or Opportunity**

(Replace this text with a brief description of the problem to be addressed or the opportunity to be seized.)

**Project description**

(Replace this text with a brief summary of the project that will address the problem or opportunity.)

**In Scope**

(List the essential elements of the project that are in scope.)

**Out of Scope**

List edge cases or related ideas that are not part of this specific project.

**Deliverables**

List the deliverables that are needed to complete the project.

**Schedule Considerations**

Note any deadlines or other factors related to the schedule.

**Stakeholders and Staff**

List stakeholders.

Note any staffing considerations.

Propose a Project Manager and a Backup Project Manager

**Risks**

List any identifiable risks (e.g., a consequence of missing a deadline).

**Fiscal Considerations**

List any known costs (e.g., software licensing)

Provide a high-level estimate of the staff time needed:

What staff or roles?

From what functional areas?

How much time needed from each role?

**Campus Impact**

List campuses that are likely to be affected by the project.

List campuses that have key staff essential to the success of the project.

**Relevance**

In a sentence or two, describe how your project proposal is relevant to the UC Libraries Vision and Priorities and/or the *University of California Libraries Systemwide Annual Plans and Priorities* for the current fiscal year.