Miami-Dade County 2017 - 2018
Information Technology Business Case Narrative

A. Project Identifying Information	
Project Title:	
Capital Budget Project Number:	
Prepared By (name, phone, email):	
BAT Enhancement Request No (If applicable):	
Requesting Department:	
Departmental Priority:	
Departmental Technical Contact	
ITD Technical Lead (Assigned by ITD):	
Date Submitted:	
Project Start and End Dates:	
Business Case Components	**Please refer to the IT Governance Process Manual for descriptions of the Business Case Components**

B. Strategic Alignment

B1 – Background Information

B2 – Problem Statement

B3 – Project Goals/Objectives

B4 – Proposed Solution

B5 – Is this mandated (by what?)?

C. Business Process Impact

C1 – Implementation Strategy

C2 – Project Schedule

C3 – Project Staffing

C4 – Specific Process Impacts

C5 – Departmental Readiness

D. Technical Information

D1 – ITD approval regarding Architecture Standards and confirm that there is no enterprise solution that could address the department's problem statement. (Requires Approval from Carmen Suarez, Division Director, ITD, or delete:

Approved ☐   **Approval Pending** ☐

Comments:

_____

Carmen Suarez, Division Director, ITD

Department Director Approval of Submission:

_____

Signature: **Print Name:**   **Date:**

BUSINESS CASE SPREADSHEET

Please answer the following questions regarding your proposed project. Departments are ENCOURAGED to work with ITD and your departmental budget liaison in advance of preparing project requests to review feasibility in advance of final submission. This will prevent unnecessary work for departments in preparing budget submissions that are not likely to meet requirements. The Business Case and this worksheet should be used to ensure that all required information is addressed. It is REQUIRED that the Project Description be written so that if funded, it can be used in the narrative section of the IT Strategic Plan and the Budget.

Section 1: DIRECT Cost Questions	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
a) Will hardware be purchased for this project? If Yes enter capital costs by year:					
b) Will there be any recurring costs for hardware? If Yes enter recurring costs by year:					
c) Will any software be purchased for this project? If Yes enter capital costs by year:					
d) Will there be any recurring costs for software? If yes enter recurring costs by year:					
p) Will the project require any new positions? If so enter the annual costs of the new positions, including fringe benefits, by year:					
q) Will the project require any OTHER costs not listed above? If yes enter the costs by year:					

Section 2: Revenue Sources					
a) Will any funding from existing operating budgets be allocated to this project? If yes enter amounts by year:					
b) Has any grant funding been received for this project? If yes enter amounts by year:					
c) Will any interagency or outside agency funding be allocated to this project? If yes enter amounts by year:					
Total Estimated Cost					

Thank you. This completes the Business Case Spreadsheet