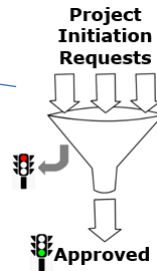




This guide describes the annual IT project planning cycle, which is a strand of UCD's Integrated Business Planning (IBP) cycle



	PROJECT INITIATION REQUESTS					Sep Onwards Start Approved Projects
Activity	Business Requests	IT Solution Proposals	Determine Capacity	Prioritise Projects	Approve Projects	
	<ul style="list-style-type: none"> <li>. Business Need / Problem / Opportunity (What &amp; Why)</li> <li>. Units submit <a href="#">Business Requests</a> (by 14 Feb)</li> </ul>	<ul style="list-style-type: none"> <li>IT evaluates requests and</li> <li>1) Proposes solution (How)</li> <li>2) Provides resource &amp; cost estimates</li> </ul>	<ul style="list-style-type: none"> <li>IT conducts capacity planning exercises, taking business prioritisation, likely funding and resources into account.</li> </ul>	<ul style="list-style-type: none"> <li>UMT ITSG (IT Strategy Group) prioritise <b>Headline*</b> projects and recommend approval</li> <li>. Units prioritise non-Headline projects within their area</li> <li>. IT Leadership Group (ITLG) approve non-Headline projects</li> </ul>	<ul style="list-style-type: none"> <li>. UMT FSOG recommend <b>Headline*</b> projects budget approval</li> <li>. UMT approve <b>Headline*</b> projects</li> </ul>	
<b>Financial Planning</b>	Funding Source: Units consider how the project will be funded	<ul style="list-style-type: none"> <li>. Initial cost assessment by IT</li> <li>. Requestor includes project funding in Unit's <a href="#">Financial Plan</a></li> </ul>	Late Apr (date TBC): Units' initial <a href="#">Financial Plans</a> completed	Mid May (date TBC): Units' finalise <a href="#">Financial Plans</a>	Early June: UMT recommend university budget Early June (TBC): FRAMC recommend budget to GA Late June (TBC): GA budget review and approval	
<b>Outputs</b>	Section 1 of <a href="#">Project Initiation Request</a>	Section 2 of <a href="#">Project Initiation Request</a>	<ul style="list-style-type: none"> <li>. Proposed <b>Headline*</b> Projects</li> <li>. non-Headline Project candidates identified</li> </ul>		<ul style="list-style-type: none"> <li>. Approved <b>Headline*</b> Projects</li> <li>. Approved non-Headline Projects</li> </ul>	



\* '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 (or their nominee) should engage with IT Services through their existing IT liaison channels (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 ITSG](#) (IT Strategy Group) for separate review and prioritisation.

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