### Attachment: Project Proposal Template

The **Project Proposal** is provided to the client for review and approval. The Project Proposal is comprised of the Project Charter, Technical Design, Project Budget and preliminary Project Plan. Attachments include the Client Letter of Intent (LOI), the SmartNet Maintenance Agreement, the Wireless Service Agreement, and a brief overview of the Telecommunications Division.

Project Management Office Office of Information Technology

Rutgers, The State University of New Jersey 77 Street 1603

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# Office of Information Technology (OIT) Project Proposal

**Project Name** **Project Number: xxxx-xxxx**

**Version: x.x**

**Prepared by: name OIT Project Management Office**

**Date**

## Document Revision Log:

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Reviewed by |
| v 1.0 |  |  |  |
| v 2.0 |  |  |  |
| v 3.0 |  |  |  |

**Summary of revisions:**

1. **Executive Summary:**

This document serves as a formal project proposal from the Rutgers Office of Information Technology (OIT). This project proposal was developed by the OIT Project Management Office (PMO) in response to a request from an OIT client.

The OIT Project Management Office is responsible for the planning, coordination, tracking and financial management of OIT project initiatives undertaken on behalf of the Rutgers University community. In this role, the PMO serves as primary client liaison and is responsible to assist the client in review and approval of this proposal.

Upon review, if changes are necessary the PMO will provide an updated version of this document. Upon final review, the client provides “signoff” on this proposal by issuing a purchase order to the OIT PMO. Once we have received payment, we will schedule your work to begin.

This proposal is comprised of the following sections:

**Project Charter**: contains scope of work and functional requirements

**Technical Design/Specification**: contains technical design information and schematics

**Project Budget**: contains project implementation costs

**Project Plan**: contains high-level preliminary timeline

**Contact Information**: contains client and PMO contact information

**Terms & Conditions**: contains relevant terms and conditions

**Attachments**: contains relevant attachments including the Client Letter of Intent (LOI).

For more information about the OIT Project Management Office, please go to [oitpmo.rutgers.edu.](http://oitpmo.rutgers.edu/)

## Project Charter:

### Paste Project Charter here (minus cover page, headers/trailers etc.)

1. **Technical Design/Specification**

**Paste Technical Design/Specification here**

1. **Project Budget**

**Paste Project Budget Spreadsheet here**

**NOTES:**

1. Please see information on **recurring charges** in the Telecommunications Service and Billing Information attachment to this proposal.
2. Please see **payment instructions** in Section 7 of this proposal.

## Project Plan

### Paste high level MS-project plan/schedule here

**Note: This project plan is to be considered preliminary. At this time, it is provided only for discussion purposes as a first attempt to frame the project timeline and schedule. After proposal acceptance, this project plan will be re-assessed and detailed by the project team. This detailed assessment will likely result in changes to project plan milestone dates.**

1. **Contact Information:**

This document was prepared for:

Name Title

Organization Address Phone

Email

Any questions arising from this document should be addressed to:

|  |  |
| --- | --- |
| Primary contact: Name  Project Manager  OIT Project Management Office 848-445-xxxx [xxxxxxxx@oit.rutgers.edu](mailto:xxxxxxxx@oit.rutgers.edu) | Secondary contact: Joseph Percoco Director  OIT Project Management Office 848-445-1718  [percoco@oit.rutgers.edu](mailto:percoco@oit.rutgers.edu) |

## Terms and Conditions

Proposal Validity:

The terms of this proposal are valid for thirty (30) days from the date of issuance, after which the proposal is expired. OIT reserves the right to retract the terms of this proposal beyond its expiration. Following its expiration, the terms of this proposal are subject to review, revision and/or reissue, and additional terms and conditions may apply. OIT is not bound by a commitment of funding from the client following proposal expiration.

Pricing reflects actual costs.

*The thirty-day expiration date is representative of varying factors, including but not limited to, vendor pricing, labor and wages, infrastructure changes, equipment and scheduling.*

Revisions and Change Requests

This proposal may be changed at any time within reason. Revisions will be made by mutual consent. Additional cost, however, will be passed onto the client appropriately.

Proprietary and Confidential:

This proposal (including any attachments) is intended only for the exclusive use of Rutgers University. The information contained herein is proprietary and confidential. Any dissemination of this proposal outside Rutgers University is prohibited.

Recurring (Non-Project) Charges

### Note: Ongoing SmartNet charges will be billed to:

**Name Department Address Contact info**

Payment:

By issuing a purchase order to the OIT PMO, the client:

* 1. provides signoff on the full content of this proposal,
  2. agrees to approve invoicing by the PMO to the client for the full amount of project funding at commencement of project work, and
  3. agrees to be liable for any and all invoiced purchase orders issued by the PMO on the client’s behalf for said project.

The client understands that the funds transfer is necessary for the PMO to recover costs associated with project work associated with the funding commitment dollar amount.

At project completion, the OIT PMO will return any unused project funds to the client by journal entry to the fund source or index used on the original purchase order to the PMO, unless otherwise specified by the client.

**In RU Market Place (SciQuest)**, key in Item ID# **3077.** Fill in the IPO Form information in the selection below:

Supplier: OIT Project Management Office Supplier Site: OIT PMO

Description: OIT Project Management Services

*Fill in the below as the Additional Information:* PMO Project #/Name: xxxx-xxxx Project Name Project Manager: Name

Contact Name: Departmental Contact Name Contact Email: Email Address

Additional Information box (if needed)

## Attachments:

* Client Letter of Intent
* TD Overview
* Telecommunications Service and Billing Information