

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:

<u>Version</u>	<u>Date</u>	<u>Author</u>	<u>Reviewed by</u>
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 (Market Place customers must also provide a fully signed Client Letter of Intent). 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.

2. Project Charter:

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

3. Technical Design/Specification

Paste Technical Design/Specification here

4. 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.

5. 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.

6. Contact Information:

This document was prepared for:

Name Title Organization Address Phone Email
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Any questions arising from this document should be addressed to:

<u>Primary contact:</u> Name Project Manager OIT Project Management Office 848-445-xxxx xxxxxxx@oit.rutgers.edu	<u>Secondary contact:</u> Joseph Percoco Director OIT Project Management Office 848-445-1718 percoco@oit.rutgers.edu
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7. 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 RIAS, key in **380** in the **RU Internal and Contract Blanket Agreement Suppliers** section for the selection below:

Supplier: OIT Project Management Office
Supplier Site: OIT PMO
Description: OIT Project Management Services

Fill in the below as the Special Information:

Contact Name: [Departmental Contact Name](#)

PMO#/Name: [xxxx-xxxx Project Name](#)

Project Manager: [Name](#)

In Market Place, create an INTRA:Rutgers requisition referencing the PMO project number, name, and Project Manager using Purchasing Address 58: "RUCS Telecommunication Div Office of Information Technology 63 Road 1 Piscataway, NJ 08854 US".

Market Place customers must also provide a signed Letter of Intent (LOI) as attached to this proposal. The LOI is a binding agreement that funds will be provided at project commencement and must be signed by the department's Dean/Director/Chair and the Business Manager.

8. Attachments:

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