IT PROJECT DEFINITION TEMPLATE

ORGANIZATION

PROJECT NAME			
NAME			
PHONE		MAILING ADDRESS	
EMAIL			
DATE		AUTHOR	

PROJECT SCOPE

OVERVIEW | High-level information describing proposed solution and business reasoning

OBJECTIVE | What does the project work to achieve?

BUSINESS CASE | What is the problem being solved? Who/what is impacted? What are the business benefits?

RISKS | What are the identified or considered risks?

OUT OF SCOPE | What activities, items, and capabilities are out of scope for the project?

TECHNICAL DESIGN DIAGRAM

The diagram should illustrate all required new and existing technical resources.

COMPONENTS

CONNECTION & LOCATION

Designate how new infrastructure will connect within existing infrastructure and where it will be located.

SERVERS & STORAGE & NETWORK

Except in the case that specific tech issues are expected to require physical resources, assume all are virtual.

LOGICAL DATA FLOW

CRITICAL ANCILLARY EQUIPMENT & CONNECTIONS

DIAGRAM ATTACHMENTS & LINKS

List all printed attachment titles, file names, and/or links.

TECHNICAL SPECIFICATIONS

SERVERS

APPLICATION SERVERS

Operating System	
Application Memory Requirements	
Application CPU Requirements	
Functional Characteristics	
Expected Application Transaction Volume	

FILE SERVERS

Operating System	
Application Memory Requirements	
Application CPU Requirements	
Functional Characteristics	
Expected Application Transaction Volume	

WEB SERVERS

Operating System	
Application Memory Requirements	
Application CPU Requirements	
Functional Characteristics	
Expected Application Transaction Volume	

DATABASE SERVERS	
Operating System	
Application Memory Requirements	
Application CPU Requirements	
Functional Characteristics	
Expected Application Transaction Volume	

SERVER REQUESTS

List required server needs, file names, or attached completed request forms.

ACCESS REQUIREMENTS

Define number of users requiring simultaneous access, and list user communities (developers, IT, vendors, etc.).

DATABASES

Describe each database required and its function. Include database version required, Oracle or SQL server, memory requirements, CPU requirements, storage amount needed in first year in GB, projected annual growth in % or GB, expected transaction volume, special data preservation requirements, and tech spec data sheet if available.

RESOURCE REQUIREMENTS

STAFF RESOURCES

STAFF DEPENDENCIES

TECHNICAL DEPENDENCIES

OTHER DEPENDENCIES

ASSUMPTIONS

List all assumptions impacting documentation, technical design, and project cost estimate.

ISSUES & CONCERNS

List all issues and concerns impacting documentation, technical design, and project cost estimate.

PROJECTED COSTS

Provide general overview below, update existing cost estimate prepared in Excel, and provide attachment or link to file.

DOCUMENT TRACKING

VERSION	EDITS COMPLETED BY	DATE	DESCRIPTION OF EDIT

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