

Purpose and Justification

(The justification and validity of the project needs to be confirmed before the project proceeds. This document is used to clarify the project purpose and justification and to gain approval to proceed towards developing the Project Charter.)

Project Requestor:

(This person will serve as the project Client. The Client is responsible for clearly defining the project objectives and acceptance criteria. They will accept or reject project deliverables.)

Mickey Mouse, Professor of Rodent Studies : 295-7291 mickey.mouse@ithaca.edu

Statement of the Problem or Need:

(Describe the purpose / need / rationale for the project. What problem is this project designed to address?)

Cheezewiz is used by the Rodent Studies department to support both its research and its teaching activities. The software is used by researchers to track, record, and analyze data on various facets of rodent life cycles. For example; the software was used during research through which we were able to identify that rodents existing on an extremely high sodium diet experienced a significant reduction in the number of offspring.

All students in the department are taught how to use the software and many of their assignments are required to be done using Cheezewiz. Since Cheezewiz is one of the leading applications used by private sector organizations involved in this field, we feel that having experience with the software gives our graduates a leg up.

The server on which the Cheezewiz software runs has been unsupported by the manufacturer since December of 2005. Support is currently being received through a contract with Cheezewiz Authorities, Inc. (CWAU) The contract expires at the end of the next calendar year. We have been warned by CWAU that there will be a significant increase in the support fees under any new contract.

In addition, the process of backing up data from the existing server is extremely cumbersome. We have experienced a number of occasions where data has been inexplicably lost and had to be re-entered. As a result, we are keeping reams of printed reports in the research labs.

Project Deliverables and Beneficiaries:

(Describe the objective of the project; what the project is to achieve, create, or deliver. Please identify who will derive a direct benefit from the expected outcome.)

At the end of the project we hope to have the current software running on a new, faster and more stable server. In addition, all of the existing data should have been moved from the old server to the new. All of the current functionality should still exist. Access to the system should still be controlled through the use of user IDs and passwords, which are administered by the department of Rodent Studies

- Students of the department will continue to benefit from the hands-on experience of working with Cheezewiz software. Less of their class time will be wasted waiting for server performance issues to be resolved.
- Researchers will benefit from the increased speed and reliability.

Project Title: Cheezewiz Server Replacement	As of Date: October 3, 2013	File Name: CheesewizProjectProposalExample	
Project Sponsor: Mickey Mouse	Project Manager: TBD	Project Client: Mickey Mouse	Page: 1 of 3

- Both the department and Ithaca College will benefit from a cost savings gained through the increased efficiency. No longer will time and effort be required for multiple reboots and the redundant entry of data that is lost during backups.

Strategic Context:

(Explain how the project relates to the Ithaca College strategic plan and initiatives.)

Because the software running on the server supports both research and instructional activities within the department, the project is in direct support of Ithaca College's initiative to incorporate the use of technology in education.

Time Factors:

(Are there any time factors, such as deadlines, that should be considered?)

We would like to have the server replaced as quickly as possible. The current server is becoming more and more unstable. It locks up numerous times during the day and has to be shut down and restarted.

The cost of the replacement server has been included in this year's fiscal budget so we are ready to go.

Special Provisions:

(Are there any environmental factors, such as regulatory requirements, ethical considerations, or legal ramifications that should be considered?)

No

Related Projects:

(Identify any projects that may affect this project and/or may be affected by this project. If this project is one of a series of related projects, be sure to identify the sequence of projects.)

This is a follow up to the Cheezewiz Research Project (Project ID # 0208-0113). The Cheezewiz Research Project evaluated servers currently available on the market and identified the best option to replace the existing server on which Cheezewiz is currently running.

Project Assumptions and Constraints:

(Any assumptions made so far or constraints identified? Assumptions: any factors that are considered to be true and will be assumed to be true during the planning of the project. Constraints: anything that would restrict the ability to successfully achieve the project objectives.)

Assumptions:

- The new server will be able to be placed in the same location as the existing server
- The new server will not require any modifications to the power supply
- The existing network data transfer rate will be sufficient.

Constraints:

- It is important that the application be available during normal classroom hours

Project Title: Cheezewiz Server Replacement	As of Date: October 3, 2013	File Name: CheesewizProjectProposalExample	
Project Sponsor: Minnie Mouse	Project Manager: TBD	Project Client: Mickey Mouse	Page: 2 of 3

Project Risks:

(Are there any risks associated with the project; e.g., will there be data that should not be available to the public? Are there any known risks that might preclude a successful project outcome?)

- There is a risk that the old server may stop functioning prior to installation of the replacement

Project Expenses:

(Please indicate what expenses will be associated with this project as well as the sources for the funding. Provide the most accurate estimates that you can.)

Implementation Expenses: *(Those expenses that will be required to complete the project. Please identify the funding sources.)*

We have received a quote from the vendor of \$50,000.00 for the new server. This includes charges for shipping and insurance during shipment. The funds have been approved and are available from the Department of Rodent Studies current fiscal year budget.

Post-implementation Expenses: *(Those expenses that will be required for after project maintenance and support. Please identify the funding sources)*

The vendor includes one year of maintenance and support in the purchase price. Beginning in year two maintenance and support are available from the vendor at \$15,000.00 annually. The Department of Rodent Studies will fund any ongoing maintenance and licensing expenses.

Project Champion:

(The project champion is responsible for championing the project throughout the organization and interceding when necessary to overcome project impediments. The project champion should be as high up in the organization as possible.)

Minnie Mouse, Director of Rodent Studies: 295-7245 minny.mouse@ithaca.edu

Primary Contact:

(Who should be contacted for questions regarding this request? Please provide contact information.)

Mickey Mouse, Professor of Rodent Studies: 295-7291 mickey.mouse@ithaca.edu

Major Stakeholders:

(Who else would have input into the requirements and expectations? Please provide contact information.)

Donald Duck, Manager of Rodent Studies Lab: 295-6230 donald.d.duck@ithaca.edu

Elmer Fudd, Assistant Dean of Rodent Studies: 295-1674 elmer.fudd@ithaca.edu

Project Title: Cheezewiz Server Replacement	As of Date: October 3, 2013	File Name: CheesewizProjectProposalExample	
Project Sponsor: Minnie Mouse	Project Manager: TBD	Project Client: Mickey Mouse	Page: 3 of 3