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| --- |
| **A picture containing icon  Description automatically generated** **County of Ventura** **I.T. Project Assessment Questionnaire** **Form Revised March 13, 2023** |

**Information Technology Committee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agency/Department: |  |  | Project Name: |  |
| Project Manager: |  |  | Project Sponsor: |  |
| Project Manager Contact: |  |  | Date: | Click or tap to enter a date. |

executive project description

***Project Description***

Objectives and Outcomes

***Measurable Outcomes***

***Impacts to Other Departments***

***Business Continuity Plan***

Project Details

***Scope and Deliverables***

***Project Management Methodology***

[ ]  Yes, we will be using the Project Leadership Academy Project Methodology (based on PMI Best Practices)

[ ] We will be using an alternate methodology

* Alternate Methodology:

***Project Plan***

[ ] Attached

Project Risk, Staffing and Status

***Risk Assessment Chart***

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Description** | **Probability** | **Impact** | **Mitigating action** |
|  |  |  |  |
|  |   |   |   |

***Project staffing***

|  |
| --- |
| ***Project Leads*** |
| **Title** | **Name** |
| Project Sponsor |  |
| Project Manager |  |
| Vendor Representative |  |

|  |
| --- |
| ***Internal Project Team*** |
| Number of Staff: |  |
| ***Vendor Project Team*** |
| Number of Staff: |  |

***Project Deliverables***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Significant Project Task*** | ***Planned*** | ***Completed*** | ***Not Applicable*** |  | ***By Whom******(Internal Staff, IT Services, Vendor, etc.)*** |
| Project Work Plan/Schedule |[ ] [ ] [ ]   |  |
| Project Scope Definition |[ ] [ ] [ ]   |  |
| Project Requirements |[ ] [ ] [ ]   |  |
| System Build or Buy Analysis |[ ] [ ] [ ]   |  |
| County Tech. Standards Assessment |[ ] [ ] [ ]   |  |
| Software Procurement List |[ ] [ ] [ ]   |  |
| Software Development Plan |[ ] [ ] [ ]   |  |
| Hardware Procurement List |[ ] [ ] [ ]   |  |
| Equipment Site Preparation Plan |[ ] [ ] [ ]   |  |
| Equipment Installation/Setup Plan |[ ] [ ] [ ]   |  |
| Software Install/Implementation Plan |[ ] [ ] [ ]   |  |
| Hardware Maintenance Plan |[ ] [ ] [ ]   |  |
| Software Maintenance Plan |[ ] [ ] [ ]   |  |
| Licensing/Contract |[ ] [ ] [ ]   |  |

Project Funding: Requirements and Sources

*\*ITC approval of this IPAQ does not include project funding. It is the responsibility of the submitting Department to obtain the funding necessary for the project. \**

***Costs***

What is the total initial cost to implement solution? (Implementation Cost Only):

Annual costs:

Five (5) Year Cost:

Means of Determination:

Available Funding:

Project Savings/Expense Reductions

***Estimated Savings***

