Project Proposal

Project Title: Section and Implementation of a Candidate Tracking System for Graduate Students

Prepared By: Project Boy

Date: XX/XX/XXXX

Situation/Problem/Opportunity: Currently active candidate for graduate school are maintained in a Filemaker Pro 5.5 database. Most of the information we need is currently available in the Filemaker Pro database but there is no integration with AIS, FIS or any other campus system. Also, the Filemaker Pro database is not accessible from any location and requires a new database upgrade (rewrite) in order to upgrade and utilize the newer features. The graduate recruiting and admissions counselors need more modern tools and advanced features like web-accessibility, mass email, e-brochures, on-line applications materials and document storage and download.

Purpose Statement (Goals):

The purpose of this project is to analyze, select and implement a new candidate tracking system for graduate admissions.

Deliverables (Objectives):
- Solution selection according to design criteria, specifications and requirements
- Solution prototyping and testing
- Software implementation including database population
- Interface and integration development and testing.
- Technical and User Training. Support structure, staffing and rollout.

Success Criteria:
- Improve records availability and accessibility of information, collateral, forms and documents
- Reduce system downtime, related wait time and systems response times.
- Increase the community of users of the information by providing ubiquitous availability and stability.
- Improve outreach campaigns through better tools and automation
- Reduce response time to potential candidate inquiries.

Methods/Approach:
- Establish selection committee and selection process. Define Requirements
- Select vendors and finalists through RFP, demonstrations and reviews
- Select and implement solution. Train users and technical staff. Establish support processes.
- Go Live with new system!

Resources:
- People – project team members from client community and ITS.
- Time – implementation within 6 months.
- Dollars – hardware, software, training and services not to exceed $100,000
- Other – third party software evaluation, site visits, Dataquest reports – not to exceed $25,000.

Risks and Dependencies:
- Current solution in place for over 10 years and it is intuitive to current users.
- Cost justification in ease of use, quality of information, speed of accessibility, ease of support and maintenance is difficult to quantify in a way management can see improvements in utilization of systems investments.
- Selection committee, governance committee approvals create long delays resulting in extending implementation schedule. Long implementations tend to lose enthusiasm.

To Be Completed by Appropriate Manager

Sam Sponsor **Project Sponsor**	Pete Project **Project Manager**