Data Governance Coordinating Committee

Project Proposal

Project Name: _______________________________

Submitted By: _______________________________

Date: _______________________________

1. Provide a brief description of the project.
2. Why has it been initiated? Who is sponsoring it?
3. What gaps does it fill? Does it duplicate any existing resources? How do you know – how have you gone about gauging the need for it?
4. What central resources (IT or otherwise) does it require for successful implementation?
5. What are the costs (software, hosting, licensing) and who will be paying for them?
6. Does it have a planned end date?
7. Is there a plan in place in case of key project members leaving OU?
8. Will it require any data or tool training? If no, why not? If yes, how will the training be provided?
9. How will you ensure compliance with relevant data policies such as FERPA?
10. Who will provide user support?
11. What types of data will be included (student, HR, financial, etc.)? From what source(s)?
12. What’s the method of interface to be used (Cognos, new tool, homegrown, etc.)?
13. What guidelines will determine who will be given access to this project?
14. What is the current status of this project? Has work begun? What is a general timeline for project progress?