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| BACKGROUND INFORMATION | |
| **Project Name:**  Click or tap here to enter text. | **Target Project Completion Date:**  Click to enter a date. |
| **Project Sponsor(s):**  Dean/Director and Faculty/Dept. | |
| **Vice President Approval:**  Choose an item. | |

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| BUSINESS PLAN/RISK PROFILE INFORMATION | |
| **Required to meet the 2022-23 Business Plan Initiatives** | Yes No |
| **If yes, specify which Business Plan Initiative:** |  |
| **How does this project support the Business Plan Initiative moving towards True North?** |  |
| **Does this request support the goals of the Corporate Risk Profile?** | Yes No |

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| --- | --- |
| PROJECT DETAILS | |
| **Project Summary, including why it is necessary:**  Click or tap here to enter text. | |
| **Identify all anticipated project touch points (list of various departments):** | |
| Students  Registrar’s Office  Information Technology Services  Academic Area  Student Support Services  International Education Centre  Co-operative Education  Marketing  Communications | Truth, Reconciliation and Indigenization  Alumni  Students’ Association  Finance  Human Resources  Facilities Management  Campus Services  Applied Research  Corporate Training  Other, please specify: |
| **Provide specifics on how each department identified above will be impacted and who in each department has been contacted to discuss potential impacts:** | |
| **Provide details on HR resourcing requirements. Will additional Part-time, Initiatives & Opportunities and/or Full-time resources be required during the project? Please specify the type of employee resources required (e.g. Academic, Administrative, Support).** | |
| **Once the project is complete, will additional staff be required on an ongoing basis to support the initiative?** | |
| **What benefits will be realized upon completion of the project, and how will the success of the project be measured? (Please provide both quantitative and qualitative details):** | |

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| FINANCIAL IMPACT | |
| **Is this request for startup funding?** | Yes No |
| **Once the project is complete, are there additional expenses projected to support the initiative afterwards? Provide details.** |  |
| **Note: Please complete the Excel budget document to provide details of the financial requirements and attach to this completed form.** [**Click here**](http://www.algonquincollege.com/finance/files/2021/10/2022-23-SIP-Budget-Template-v2.xlsx) **for the link to the form.** | |