Project Proposal Submission

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Project Name:

# Business Need/Problem Solved or Service/Product Offering

Describe the business problem or opportunity you are trying to solve and what level this initiative is approved at internally.

# Project Goals and/or Objectives

Describe how the idea came about including the goals and objectives you wish to accomplish. Articulate the business need without talking technology or solution.

# Anticipated Outcomes

Describe the anticipated outcomes to the Citizen, the Business and Financial, include cost savings.

**Business outcome:**

**Citizen Outcome   
*(eg. How does this improve the citizen interaction with your business? How does it better their lives?):***

**Financial Outcome   
*(eg.cost/transaction today vs future, reduction in staff count, funding from external sources):***

**Estimated cost savings to the Ministry:**

# What research/testing have you done today with citizens for the current service?

Citizen-based research/testing done for the current service and the vision for the new service?

# How will citizens be included in the design of the new service?

Describe how you envision including the citizen and their needs in the design of the new service?

# Proposed Timeframe

What timeframe will funding be available to complete this initiative?

**Start Date:**

**End Date:**

# Proposed Timeframe Rationale

Explain the rationale for this timeframe and any benefits would be achieved.

# Timing Impact

Explain the impact should this project not be completed during this timeframe and any additional risks that would result.

# Strategic Alignment

Explain how this initiative align and impacts our corporate strategic objectives in the table below.

|  |  |
| --- | --- |
| **Strategic Driver** | **Impact** |
| Citizen Centric  *Everything we do has to keep the eventual impact to the citizen in mind.*  *• Focus on delivering services for the citizens of Saskatchewan when, where and how they desire;*  *• Government organized around common outcomes for the citizens of Saskatchewan;* |  |
| Deliver a Modern Digital Platform  *•Focus on the transformation of the digital platform to allow for the creative use of technology to support the citizen-centered program of government.* |  |
| One Government  *Government is a single service to support the citizens of Saskatchewan. Our strategies, decisions, and actions need to demonstrate that we are considering and including all government entities and include them in our deliberations; that includes entities like Crowns, agencies, and other “government entities” that have not been traditionally included.* |  |
| Program Efficiency and Effectiveness  *Included in the Saskatchewan Growth Plan is a focus on program effectiveness and efficiency as well as “ensuring fiscal responsibility through balanced budgets, lower debt and smaller more efficient government”. Focus on how this initiative supports the improvement in the efficiency and effectiveness of the delivery of government services.* |  |
| Support Govt Growth Plan  *Our actions and initiatives need to be in support of and in alignment with the Growth Plan for the province.* |  |

# Technology Implications

Explain any potential impacts your initiative would have on technology, any enhancements or potential software you would need.

# Key Stakeholder Groups and Impact

In the table below, list the potential stakeholders you feel would be impacted by this project their benefit and/or risk involved. How do the stakeholders interact with you currently, what will change, and have they been engaged on this proposal?

|  |  |
| --- | --- |
| **Stakeholder** | **Impact** |
|  |  |
|  |  |

# Specialized Resources Required

List any specialized resources that would be required that may impact your ability to start a project given dependency. (e.g. Specialized coding language for current system, hard to find resources)

# Related or Dependent Projects

List any known related or dependent projects and the potential dependency or impact.

|  |  |
| --- | --- |
| **Dependent Project** | **Dependency** |
|  |  |
|  |  |

# Major Risks

In the table below, list any major risks that may occur because of undertaking or not undertaking this initiative.

|  |  |
| --- | --- |
| **Risk Title** | **Description** |
|  |  |
|  |  |

# Estimated Dollar Value

Please provide a rough order of magnitude estimate of the total estimated cost of this initiative, inclusive of labour as well materials.

|  |
| --- |
| **$** |