In addition to the instructions that were provided in the October 29, 2013 memo titled “2014/15 Strategic Resource Planning Process” that provided a background to and outlined the manner in which next year’s SRP submissions should be completed, an addendum to this process requested that information regarding “any NEW major information technology projects to which you would be directing existing unit resources” towards should also be noted. This form is intended to guide you in identifying the information that is required.

The purpose behind requesting this information is (a) to develop a greater awareness of the IT investments that are being individually planned by faculties and units; (b) to ensure alignment of the IT resources necessary to support the implementation of those initiatives; and (c) to identify opportunities where consolidating individual submissions may improve the efficiency, effectiveness and sustainability of those investments.

Please contact Mike Langedock, Chief Information Officer / IST (mike.langedock@umanitoba.ca; extension 8147) if you have any questions or comments regarding this form. The deadline for submitting this information is 4pm CST, December 19, 2013. Thank you for your cooperation!

1. CONTACT:
   Your Name
   Academic/Admin Unit

2. SCOPE: A DESCRIPTION OF THE INFORMATION TECHNOLOGY PROJECT

3. OBJECTIVES (PURPOSE) OF THE PROJECT:

4. TIMEFRAME:
   Desired Start Date (MMM/DD):
   Requested Completion Date (MMM/DD):

5. FACTORS / ASSUMPTIONS TO CONSIDER:

6. RESOURCE REQUIREMENTS:
   Funding Provided / Available
   $ Staff Provided / Available
7. ADDITIONAL COMMENTS: