**Transforming Administration Program**

**Planning Checklist**

To be used in preparation for completing the

 *Request for New Service, Program, Project or Initiative Template*

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| **Program/Project Planning Checklist** |
| **Case for Change** |
|  | The problem or opportunity is clearly defined |
|  | The solution (if determined) will adequately address the problem |
|  | The project /program aligns with UW and TAP Strategy and Goals |
|  | The benefits of the program/project are defined and measurable |
| **Due Diligence** |
|  | The impact to customers/stakeholders has been determined and assessed  |
|  | Benchmarks and best practices have been collected and applied |
|  | The funding sources for this program/project have been identified – including ongoing |
| **Project Planning and Preparation** |
|  | The staffing needs of the program/project have been identified – including ongoing support |
|  | The implementation timeline is established |
|  | The communication plan including resource requirements is complete |
|  | The change management and solution adoption plan – including resource requirements – is complete |