## *Instructions are provided in italics and can be removed when completing this template.*

**System Name:** *Provide the Name of this System*

## Tracking Number: *Tracking Number from Master List*

## Response: *Replace, Retrofit, or Retire*

## Executive Summary:

Description / System Purpose:

*Provide a description of the system and its purpose*.

Mainframe Integration:

*Describe how this system interacts with the mainframe. In example, the system sends data to the mainframe, receives data from the mainframe, resides on the mainframe, etc*.

## Business Problem:

*Describe the business problem that your plans are attempting to solve. In example, your unit’s system currently resides on the mainframe. Replacing this system is needed so that your unit can continue to provide services to campus*.

## Anticipated Impact:

*Describe the impact of your plans for this system. In example, number of users, frequency of use, critical functions, etc*.

## Scope:

*Provide information about the scope of work required to carry out the plan for this system*.

## Timeline:

*Provide timeline information such as tasks, milestones, critical dates, etc*.

*Please keep in mind the following key dates for the OneSource project and the Mainframe Decommission:*

* *PeopleSoft Financials Go-Live on July 1, 2018*
* *PeopleSoft HCM Go-Live on January 1, 2019*
* *Mainframe users access will be revoked on July 1, 2019*

## Costs:

*Describe any costs associated with carrying out the plans for this system. Provide information about any tools that have been built in-house or purchased. Provide any third-party contract information that will need to be accounted for as part of your plans for this system.*

## Staffing:

*List functional contacts, technical contacts, leadership, and any contacts external to UGA that will need to be involved in carrying out the plans for this system.*

## Risks:

*Identify any risks associated with carrying out the plans for this project that will need to be managed throughout implementation.*