



Title (Please indicate name of project, report, data, etc. and ensure it is consistent with title on ORE Request Form):	Submission Date:
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Overview: (Please fill out the following 8 sections. Incomplete information is likely to result in delays)

This form should only be completed as directed by ORE staff; it is not required for all requests.

1. Project Background, Purpose, Stakeholders and Business Owners:

HELP: Please answer the questions below to complete this sections:

- a. *How and why did this project come about?*
- b. *Has a similar project been previously completed? If so, what, when, by whom, and for what purpose?*
- c. *What existing data sets, systems or other products, if any, does the project replace or enhance?*
- d. *What groups or individuals want the project to happen? (Please specify all stakeholders, target audience, executive sponsor, etc.)*
- e. *Who owns the final business outcome and can make the final business decisions regarding the project?*

2. Deliverables = High Level Requirements in Scope for this Project

HELP: What are the end products and capabilities of this project? Examples: Quarterly reporting, data elements added to existing reports, qualitative review instrument created to assess permanency, SharePoint instrument created for foster care review, create data sets of NA reports, study methodology including sampling and data analysis.

3. Out of Scope for this Project

Help: If applicable, what is not part of this project? Examples: Staff training, presentations, final report writing, ongoing data analysis, monitoring of information provided, etc. will be out of scope for this project.

4. All Affected Parties

Help: Please list all parties, both internal and external (e.g., IT, Executive Team, Area Office staff, Court Monitor Office Chila Advocate and providers), who may be interested or stakeholders related to this project. Please specify how they are connected to, and/or affected by this project.

- *Who will use the project?*
- *Who will receive the information and to whom will it be presented?*
- *What are the limits, if any, of further disclosure or distribution, and how will that be assured?*
- *What DCF workgroups and/or agencies, if any, are interested or stakeholders in this project? How are they connected to, or affected by this project?*

5. Affected Business Processes or Systems

Help: If applicable, please list the data systems (e.g., ROM, PIE, ORE Dashboards, Risk Management, and CT Open Data Portal) or processes (e.g., case review) that may be affected by this project and how they may be affected.

6. Implementation Plan

Help: Please specify what needs to be done for the project to be completed.

If there are multiple phases, what actions go into each phase? (See the following example)

Phase 1 – Instrument development and pilot: Create workgroup to develop and finalize instrument; design and participate in pilot.

Phase 2 – SharePoint implementation and testing: Create and test instrument in SharePoint.

Phase 3 – Staff/reviewer/QA training: Design and administer training through a combination of in person/webinar/audioconference

Phase 4 – Data analysis: Complete data transformation and analysis

Phase 5 – Report writing: Provide report outline, assistance with writing and editing.

7. Resources Needed

Help: Please answer the below questions. Please provide your best estimate

a. What DCF and non-DCF resources do you think are needed for this project? For how long?

b. What resources (e.g., personnel, CQI staff, hardware, and financial) is the project requestor making available to support this project? How much? For how long?

Note: If financial resources will be provided, please attach verification that it is authorized and currently available. Example of specific resources:

Phase 1 – Will provide 10 reviewers and will need an additional 5

Phase 2 – Will provide clerical assistance for all phases

Phase 3 – Will provide 2 trainers from the Area Office

Phase 4 – Will provide 1 Program Manager for report writing and will need 1 business analyst and statistician for data analysis

8. High-Level Timeline / Schedule

HELP: Please provide your best estimate for how long the project, and/or each phase of the project will take to complete. Remember, besides time for developing, projects often require time to plan, design, test and train.

What are the proposed and hard deadlines? By whom are the deadlines imposed? (See the following 2-phase example)

Phase 1 – We would like this completed by

Phase 2 – This must be completed no later than _____ which is a hard deadline imposed by the Federal government.

DCF ORE Use Only

Request ID Number:

Date Received:

Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

NAME	TITLE	SIGNATURE	DATE
	ORE Program Director		
	Chief of Quality and Planning		