

Bowling Green State University

BG@100 Action Item

ESC Submission: *will be entered by ITS*

Identification Information:

Reference Number	MOR-A### <i>will be entered by ITS</i>
Functional Area	Name of Systems and or Functional area
Title	(Try to use titles that reflect who is affected.)
ESC Submission	This is the Thursday date prior to the ESC meeting.
ESC Decision Requested By	Enter the date of the next ESC meeting.

Issue Description:

Describe the problem. Be as brief as possible. This section must be completed.

Background Information:

This section would normally reflect the current business process. It is possible that this section may be blank, if it is not relevant to communicate background information.

Alternatives:

Alternative #1: A brief narrative of alternative #1. **This alternative must reflect the choice of not doing the project, in other words what will happen if we do not elect to do this action item.**

Alternative #2: A brief narrative of the preferred customization.

There should never be more than 3 alternatives in this section. Most often there will only be 2, the choice of not doing the project and the choice that you want the ESC to make. If you elect to give the ESC a third alternative, make it your lesser preferred choice.

The following table shows the pros and cons for the alternatives identified above.

#	Alternative	Pros	Cons	Notes
1	This description should match the description from alternative #1 above.	<ul style="list-style-type: none">Must have at least one pro.	<ul style="list-style-type: none">Must have at least one con.	Optional information that is relevant to convey to the ESC.

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The following table shows the pros and cons for the alternatives identified above.

#	Alternative	Pros	Cons	Notes
2	This description should match the description from alternative #2 above.	<ul style="list-style-type: none"> Must have at least one pro. 	<ul style="list-style-type: none"> Must have at least one con. 	Optional information that is relevant to convey to the ESC.
3	Optional	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> Optional 	Optional

Costs - Alternative #1: "None" or explain soft or hard costs.

Costs - Alternative #2:

Estimated Hours for Original Implementation	X Hours	<i>Will be entered by ITS</i>
Estimated Cost for Original Implementation	\$x,xxx	Hours * \$150 in whole dollars. <i>Will be entered by ITS</i>
Estimated Hours per Each Upgrade	X Hours	<i>Will be entered by ITS</i>
Estimated Cost per Each Upgrade	\$ x,xxx	Hours * \$50 in whole dollars. <i>Will be entered by ITS</i>

For each alternative given in the Alternatives section, you must supply costs.

Schedule Considerations:

Alternative #1 - None. The assumption here is that Alternative # 1 will never have an impact on the schedules, since this choice is to not do the project.

Alternative #2 - (Describe scheduling considerations. When will this project need to be finished to meet the needs?)

Alternative #3 (For each alternative given in the Alternatives section, you must supply schedule considerations.)

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Recommendation:

Alternative # 2

(Choose either alternative #2 or #3 and give an explanation in support of this choice.)

Recommendation Supported By:

Name	Project Role
Person Who Submitted the Request	Their Role/Title
If other individuals support this request, then enter their names.	Their Role/Title

The person who submitted the request (above) will be asked to present the request at ESC.

ESC Decision:

Leave Blank

ESC Decision Date: Leave Blank