Agency: Click here to enter text.

Name: Click here to enter text.

Designation: Click here to enter text.

Job Role & Function: Click here to enter text.

**Title of Problem Statement**: Give this project a title

|  |  |
| --- | --- |
| *Background / Description* | Current Situation and Challenges |
| Provide a brief description of the project background, and why this project is required for your agency  |
| Problem Statement – Short and to the point |
| Define your challenges or problems in not more than 35 words (e.g. what is the problem, what are the causes of the problem, what does the problem impact, how often does the problem occur, when and where does the problem occur) |
| *Stakeholders* | Project Sponsor |
| Provide the name and department of officer within your agency who is accountable for the project, and ensures that the project delivers the agreed quantifiable outcome  |
| Project Team |
| Provide the name(s) and departments(s) of the key project members who will work on this project |
| End Users |
| Describe the types of users (e.g. citizens, businesses, agencies) who will benefit and use the solutions that will be developed for this project  |
| End Users’ Environment |
| Describe the environment of which the project will be used  |
| *Brief Description or examples of possible solution* | Provide brief description of proposed solutions (if any) |
| *Technical Requirements* | Desired Outcomes and Benefits |
| Describe business outcome and benefits that the project aims to deliver to the project stakeholders |
| Desired Cost of proposed solution/product |
|  Please provide the estimated cost or budget secured. |
| Type of project |
| Select one option i.e. Proof of Concept (POC), Trial/Limited Deployment or Full Scale Deployment |
| Timeframe for development of proposed solution/product |
| Estimated start date of the projectDesired delivery date of the project |
| Technology Area preference |
| List down your preferred technology areas (e.g. data analytics, IOT) for the solutions that will be used to address the problem statement (if any)  |
| *Expected quantifiable outcomes of project* | Provide quantifiable metrics for the projects e.g. number of hours saved for the operational activities, % or $ reduction in processing costs and man hours  |
| *What solution / workaround have been tried before?* | Describe past solutions or workarounds that had been implemented (if any)  |
| *What are the constraints & Risk?* | Describe potential issues and limitations for the project (if any) |
| *Solutions we are not interested in* | List down the types of the solutions that you will not consider (if any) |