**Information Technology Project Plan Form**

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| **\* Project Name:** | **MDE/Program Name** | **Project Status** | **System Generated** |
| **Agency Project Tag:** | **N/A** | **ITS Project ID:**  | **System Generated** |
| **Fund Number:**  | **2201** | **Project Created Date:**  | **System Generated** |
| **Start Date:**  | **July 1, 20XX** | **Last Modified By:**  | **System Generated** |
| **Completion Date:**  | **June 30, 20XX** | **\*Contact Name:**  | **Procurement Director** |
| **\* Contact Phone:**  | **601-359-5716** | **\*Contact E-mail** | **name@mdek12.org** |

**\* Indicates Required Fields**

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| PROJECT DETAILS - Provide details as indicated in the fields below. Additional information may be added in the Agency Comments field below. |
| **\*Briefly describe the business need driving this project and provide details on the proposed solution:** |
| List each project on a separate line: Example below.Software – ComputersSupport servicesVendor services – explain services required  |
| **\*Briefly identify any potential savings and/or anticipated benefits related to this project:** |
|  |
| **\*Progress to Date:**  |
|  |
| **\*If this is an existing project, please identify all vendors and/or contractors:** |
|  |
| **\*Do you anticipate initiating procurement on the project in the current fiscal year?** | [ ]  **Yes** [ ]  **No** |
| **\*Is this a Bureau of Buildings Project?** | [ ]  **Yes** [ ]  **No** |
| **\*Does this project conform to the State of Mississippi Security Policy?** | [ ]  **Yes** [ ]  **No** |
| **\*Will this application interface with any other entity?** | [ ]  **Yes** [ ]  **No** |
| **If YES, please describe the entity or entities with which the application will interface:** |
| [ ]  **State Agency** [ ]  **Federal Government** [ ]  **Private Sector** [ ]  **Undecided** |
| **\*Will this project require security needs such as a Security Incident and Event Management (SIEM) or log management solution?** | [ ]  **Yes** [ ]  **No** |
| **\*Will this project require new or upgraded data circuits at your location?**  | [ ]  **Yes** [ ]  **No** |
| **If YES, What is the anticipated number of remote sites?** |  |
|  **What is the minimum bandwidth requirement?** |  |
| **\*Is this project currently (or will it be) housed in the ITS State Data Center** | [ ]  **Yes** [ ]  **No** |
|  **If YES, select the environment for your project:** | [ ]  **Virtual** [ ]  **Co-Location** |
|  **Describe below what will be need from ITS for the Project (computing memory, number of racks, etc.)** |
|  |
| **\*Will the project need to be added to the State of Mississippi Disaster Recovery program?** | [ ]  **Yes** [ ]  **No** |
| **Agency Comments** (not required add below)**:** |
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| **\* Project Funding** - Provide the source of funds by percentage in whole numbers only. **All sources must total 100%.**  |
| Federal | 0 |
| General | 0 |
| Special | 0 |
| Grant | 0 |
| Bond | 0 |
| **\* Total** | **100** |

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| **PROJECT LINE ITEMS** |
| ***Contractual*** |
| **Minor Object Codes**  | **Description or Product Name** | **FY 2025** | **FY 2026** | **FY 2027** | **FY 2028** | **FY 2029** |
| Banking and Credit Card Fees (E-GOV Fees) |  |  |  |  |  |  |
| Contractors-Infrastructure (Travel Time) |  |  |  |  |  |  |
| Data/Network – Vendor |  |  |  |  |  |  |
| Employee Training |  |  |  |  |  |  |
| Fees and Services |  |  |  |  |  |  |
| IT Professional Services, Consulting/Vendor |  |  |  |  |  |  |
| Maintenance – IT Equipment |  |  |  |  |  |  |
| Miscellaneous |  |  |  |  |  |  |
| Payments to ITS |  |  |  |  |  |  |
| Rental – IT Equipment |  |  |  |  |  |  |
| Repair and Maintenance Services |  |  |  |  |  |  |
| Services, Application Hosting |  |  |  |  |  |  |
| Software – PC/Mini/ Mainframe |  |  |  |  |  |  |
| Wireless Data – Vendor (Cellular Usage) |  |  |  |  |  |  |
| **Contractual Subtotals** | **$0** | **$0** | **$0** | **$0** | **$0** |
|  |
| ***Capital Outlay*** |
| **Minor Object Codes**  | **Description or Product Name** | **FY 2025** | **FY 2026** | **FY 2027** | **FY 2028** | **FY 2029** |
| Audio Visual Components |  |  |  |  |  |  |
| IT Equipment – Monitor |  |  |  |  |  |  |
| IT Equipment - PC/Server/ Mini/Mainframe |  |  |  |  |  |  |
| IT Parts/Access (Component, Adapters, Power Supplies, etc.) |  |  |  |  |  |  |
| Micro (PC) Parts/Accessories |  |  |  |  |  |  |
| Miscellaneous |  |  |  |  |  |  |
| Radio Communication – Two Way |  |  |  |  |  |  |
| Radio Testing, Radio, Sound, and Telecom Equipment |  |  |  |  |  |  |
| Scanner – Micro (PC) |  |  |  |  |  |  |
| Telecom – Cables and Wiring |  |  |  |  |  |  |
| Telecom – Phones/Systems |  |  |  |  |  |  |
| Telecom – Phones/Systems (Mobile) |  |  |  |  |  |  |
| Telecom Equipment, Communications: Networking, etc. |  |  |  |  |  |  |
| Teleconference Systems, Audio/Video |  |  |  |  |  |  |
| Terminal/CRT |  |  |  |  |  |  |
| **Capital Outlay Subtotals** | **$0** | **$0** | **$0** | **$0** | **$0** |
|  |
| ***Commodities*** |
| **Minor Object Codes**  | **Description or Product Name** | **FY 2025** | **FY 2026** | **FY 2027** | **FY 2028** | **FY 2029** |
| Audio Visual Components |  |  |  |  |  |  |
| IT Equipment – Monitor |  |  |  |  |  |  |
| IT Equipment – PC/Server/ Mini/Mainframe |  |  |  |  |  |  |
| IT Parts/Access (Component, Adapters, Power Supplies, etc.) |  |  |  |  |  |  |
| Micro (PC) Parts/Accessories |  |  |  |  |  |  |
| Miscellaneous |  |  |  |  |  |  |
| Printer – Micro (PC) |  |  |  |  |  |  |
| Radio Communication – Two Way |  |  |  |  |  |  |
| Radio Testing, Sound, and Telecom Equipment |  |  |  |  |  |  |
| Scanner – Micro (PC) |  |  |  |  |  |  |
| Telecom – Cables and Wiring |  |  |  |  |  |  |
| Telecom – Phones/Systems |  |  |  |  |  |  |
| Telecom – Phones/Systems (Mobile) |  |  |  |  |  |  |
| Telecom Equipment, Communications: Networking, etc. |  |  |  |  |  |  |
| Teleconference Systems, Audio/Video |  |  |  |  |  |  |
| Terminal/CRT |  |  |  |  |  |  |
| **Commodities Subtotals** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **PROJECT GRAND TOTAL** | **FY 2025** | **FY 2026** | **FY 2027** | **FY 2028** | **FY 2029** |
| **$0** | **$0** | **$0** | **$0** | **$0** |

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| Project Attachments – Send any additional documentation that you would like attached to this project |