

Agency Name:	
Project Name:	
Priority (1 indicating the highest):	Total Number of FY25 Requests:
Current Number of Certified Projects:	Number of Currently Reauthorized Projects:

Executive Summary: Provide a brief description of the request that includes the technical solution type, if known. Include the required funding amount, estimated completion time and how the proposal will benefit the State of New Mexico.

Business Problem/Opportunity: Clearly define the problem or opportunity; include root causes of the problems or key elements the opportunity would address with the proposed solution. Address the "why" question. Why is the agency sponsoring this request, and why should the Governor, Legislature and DoIT support the initiative and its funding? Without this initiative, what type of obstacles exist preventing the agency from obtaining its mission, goals, statutory requirements, or ability to increase its effectiveness?

Proposed Project Objectives: List the project objectives. What are the expected outcomes? What are the performance measures? What roadblocks to the agency meeting its mission will be removed?

Risks: Provide a brief description of risks and challenges faced by the agency in moving forward with the project.

Cost Benefit Analysis & Return on Investment (ROI): The total cost of ownership is the projected cost to the State of New Mexico over a five-year period. For existing projects, please enter costs in the Previous Actuals column. Please enter numbers using thousands.

a) Total Cost of Ownership	Previous Actuals	FY24	FY25	FY26	FY27	FY28	Total
Non-Recurring Costs							
Recurring Costs							
Total							

b) Benefits/ROI: This section should address the project's results to be realized. Will there be a quantifiable return on the State's investment? What will be the business value or positive outcomes resulting from the project? Will there be increased efficiency in agency operations? What will the agency be able to do as a result of this project that it would not otherwise have the ability to accomplish?

Tangible Benefits: Tangible benefits are quantifiable and measurable benefits that have a specific dollar value, number of labor hours or another specific metric.

Intangible Benefits: Intangible benefits can't be measured in terms of monetary profit or other quantifiable methods. They are benefits such as enhanced user experience, customer satisfaction, improved decision making or public benefit.