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| **Executive Summary**  |
| In order for ASU to deploy a sustainable, fiscally responsible, and simple \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , we need to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We will need resources from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_teams, with interaction from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as well as funding to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Problem | We currently do not offer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to all of our ASU faculty, staff, and students that meets all of their needs and is cost effective and easy to use. |
| Solution  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a cloud-based solution that provides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ capabilities at a cost-effective price. It is easy to use and easy to support. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will offer a solution for all faculty, staff, and students at a single annual subscription cost \_\_\_\_\_\_\_\_\_\_\_\_\_ is an industry leader and will be a company we can depend on to continue to provide ASU with competitive technologies as this industry continues to evolve. |
| **Solution Capabilities** |
| Capability 1: | Cloud based platform… |
| Capability 2: | Platform has support that includes…  |
| Capability 3: | … |
| Capability 4:  | … |
|  **Action Plan** | **Expected Completion:** |
| Step 1: Continue to negotiate on pricing and inclusions | Date/Month? |
| Step 2: Procurement to update contract language and sign agreement | Date/Month? |
| Step 3: Send purchase order and deploy licenses, as necessary  | Date/Month? |
| Step 4: Purchase\_\_\_\_\_\_\_\_\_\_\_ | Date/Month? |
| Step 5: Convert\_\_\_\_\_\_\_\_\_\_\_\_ | Date/Month? |
| Step 6: Transition customers from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date/Month? |
| **Risks** |
| ● E.g. There most likely will be additional monies needed in the conversion.● E.g. There may be an initial increase in spending during the transition period if customers and hardware cannot be moved.● E.g. Customers using other programs may resist the shift.● E.g. If we miss anybody who is entrenched in using a platform and don’t get them transitioned, they may feel as if they experience a service outage. |

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| **Cost Summary** |
| Our cost would increase by **­­­­­­­­­$XXXk.** Our new annual price with tax will be **$XXXk**. At this price point, it includes… |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*Optional Page\*\*\*\*\*\*\*\*\*\*\*\***

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| **Cost Breakdown** |
| The breakdown below shows our current cost verses what the cost would be for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Our cost would increase/decrease by ­­­­­­­­­$\_\_\_\_\_\_\_\_\_\_. With this increase/decrease we will be able to roll out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_solution to all staff, faculty, and students that meets our needs and will grow with our future needs. |
| **Current Solution(s) Cost Breakdown** | **Cost** |
| Solution 1: | Description of Solution | $0 |
| Solution 2: | Description of Solution | $0 |
| Solution 3: | Description of Solution | $0 |
| **Total:** | **$0** |
| **New Solution Cost Breakdown** | **Cost** |
| Faculty & Staff | Description of Solution | $0 |
| Students | Description of Solution  | $0 |
| Other | Description of Solution  | $0 |
| Other | Description of Solution  | $0 |
| Other | Description of Solution  | $0 |
| **Total:** | **$0** |