-EXAMPLE-
(Example where details are known)
Administrative IT Planning Board – Project Submission Form

Name: Campus Bus Route Re-alignment Analysis

Business Purpose: Transportation Services needs to ensure that campus bus routes are aligned with campus rider needs while minimizing costs. Transportation Services needs an automated tool to assist with the route analysis process and information exchange with Madison Metro.

Key Decision(s):
- Approval to purchase Bus Route Transit Planning software;

Scope of Impact:
> **Business Area(s):** FP&M - Transportation Services (3 staff);
> **Customer/Users**: Bus riders; Madison Metro Bus Service
> **Time Constraints:** Price quote will increase after March 31, 2019.

Impact/Risk:
- Little risk anticipated.

Goal(s): Purchase Remix tool to allow Transportation Services to:
- Plan changes to the campus bus system
- Plan changes to the Accessible Circulator Shuttle service
- Plan changes to park and ride shuttle service
- Develop public information materials to bring proposed changes to the campus community for feedback
- Provide actionable information for Madison Metro and other vendors to make service changes

Outcome:
- Reduce planning time for transit changes
- Improve public information materials for transit changes
- Improve efficiency of discussions about changes with Madison Metro and other vendors
- Improve relationship with Madison Metro

Investment Type: Infrastructure/application

Cost (If Known):
- $15,000 per year for first year
- First year renewal option at same price
- $3,500 set up fee (waived if PO received by March 31, 2019)

Submitter: John Doe (555-1212)

Date: 4/1/2019

Description: Transportation Services is currently in the process of evaluating potential changes to the campus bus service for the purposes of reducing or eliminating passing conditions (the bus passes people at stops because it is full), better aligning night service to areas of current student residential population density, potentially expanding the span of service to 24 hours, and more efficiently distributing current service capacity.

Three consultant studies provided a number of options for changes to the campus bus. Transportation Services assessed these recommendations in fall 2018 for consistency and discrepancies. A list of potential changes were distilled from this process and brought to Madison Metro for evaluation.

Madison Metro staff indicated that it is very labor intensive for them to evaluate multiple service proposals. They shared that a more efficient way to evaluate proposals would be through the use of the Remix cloud-based tool, however Metro has not budgeted to adopt this tool in the 2019 city budget due to the cost.

Transportation Services approached the company that provides the Remix tool and determined that university could purchase the tool at a much lower cost because of the lower relative size of our fixed route transit fleet.

Remix is very intuitive to use and the learning curve is easy. Purchase of the service includes training.