

IT PROJECT DESCRIPTION

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PROJECT TITLE

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SUBMITTED BY

SUBMITTED TO

DATE SUBMITTED

PROJECT START DATE

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Provide Name, Title, Phone, and Email Address for each stakeholder below.

PROJECT SPONSOR	
FUNDING SPONSOR	
PROJECT OWNER	
PROPOSAL FACILITATOR	

ADDITIONAL STAKEHOLDERS

NAME	ROLE	PHONE	EMAIL

PROJECT OVERVIEW

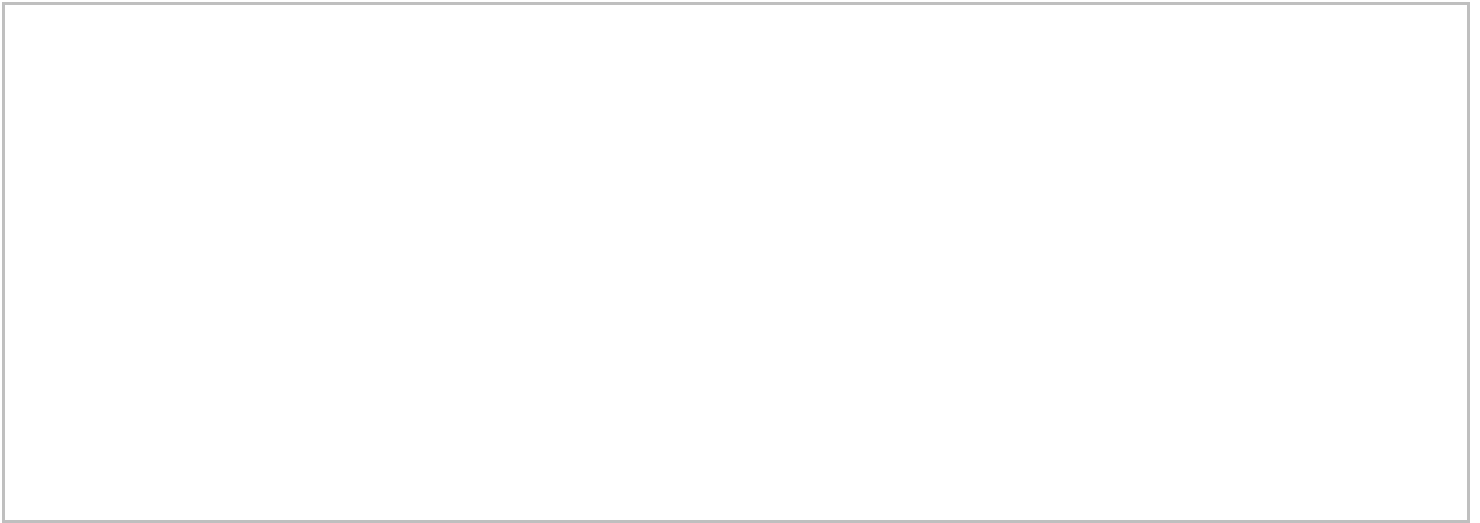
PURPOSE / GOALS

ASSUMPTIONS

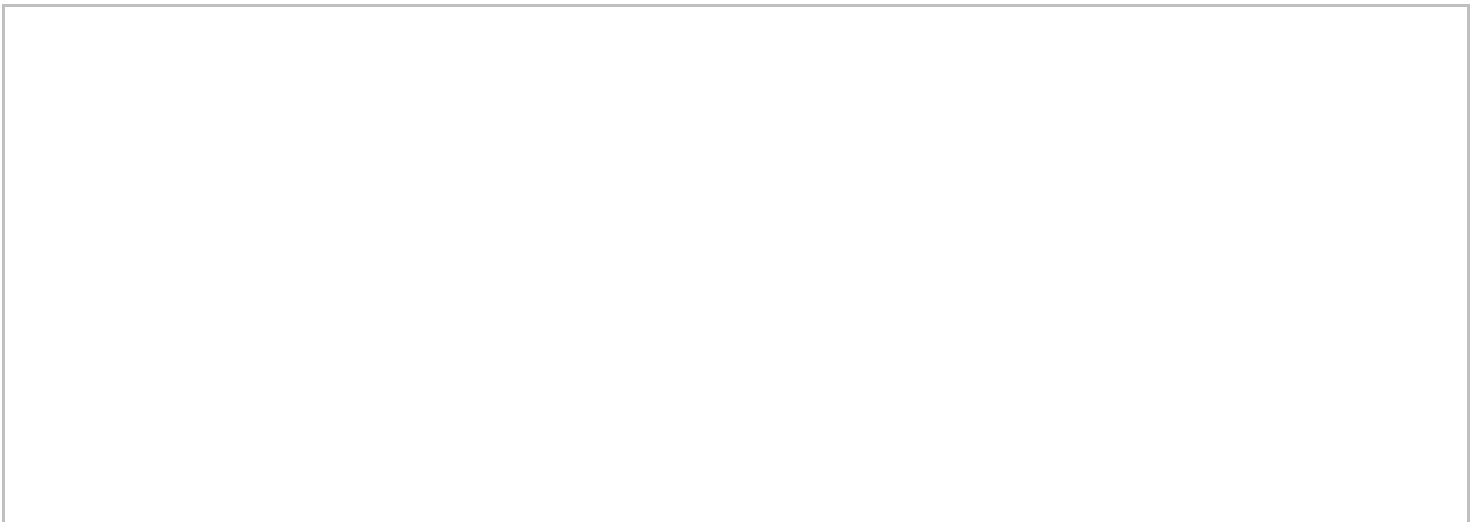
MEASUREMENTS OF SUCCESS

A large, empty rectangular box with a thin black border, intended for writing the measurements of success.

RISK FACTORS

A large, empty rectangular box with a thin black border, intended for writing the risk factors.

APPROACH

A large, empty rectangular box with a thin black border, intended for writing the approach.

SCOPE OF WORK

FUNCTIONS / PROCESSES IMPACTED BY PROJECT

IN SCOPE	
OUT OF SCOPE	
UNCERTAIN	

INTERDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS

IN SCOPE	
OUT OF SCOPE	
UNCERTAIN	

TIMELINE / MILESTONES

OVERVIEW

MILESTONE	REPORTING	DEADLINE

PROJECT COST AND RESOURCE ESTIMATE

OVERVIEW

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NEEDS / INVESTMENT	COST

ESTIMATED TOTAL COST

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