

# IT PROJECT DESCRIPTION

Try Smartsheet for FREE

PROJECT TITLE

--

SUBMITTED BY

SUBMITTED TO

DATE SUBMITTED

PROJECT START DATE

--	--	--	--

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

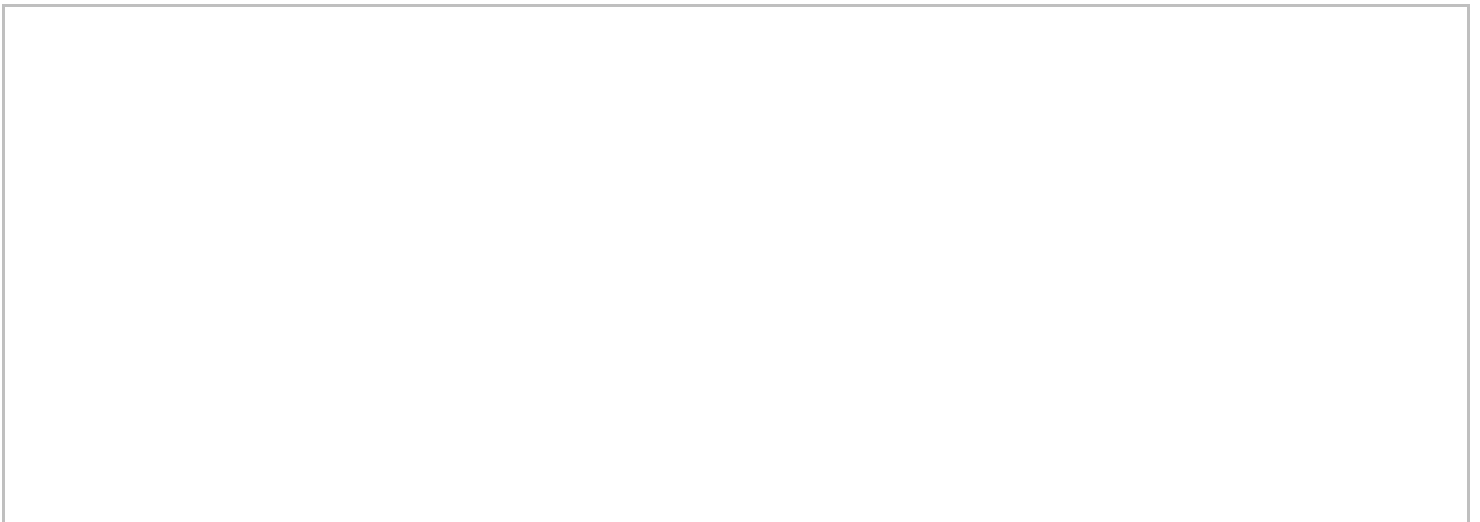
## MEASUREMENTS OF SUCCESS

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	





## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.