Project Title:

Date of Request: Desired Start Date: End Date:

What is driving this deadline?

Anticipated Resources: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Is this an approved budgeted expense?
* What funding has been allocated for this project?
* Where on the budget can this expense be located? Please provide details such as department and line item.
* How will the results be measured?

**Project Overview**

*Please provide a high-level description of the opportunity or problem this project will address including specific deliverables and outcomes desired.*

**Requester Information**

Contact Name: Department: Email Address:

Project Sponsor: Email Address: Phone Extension:

C-Level Approver:

***\*\*Note: All requests must be approved by a C-Level prior to submittal.***

**Project Type**

\_\_\_\_\_ **Enterprise** - Projects essential to the organizations operations and mission.

\_\_\_\_\_ **Value-added** - Projects that add value or increase operational efficiency but are not critical or essential to the organizations operations or mission.

\_\_\_\_\_Will the project impact more than just your department? If so, what other departments will be impacted?