**[](https://www.smartsheet.com/try-it?trp=11348&utm_source=integrated+content&utm_campaign=/content/project-request-form-templates&utm_medium=Business+Project+Request+doc+11348&lpa=Business+Project+Request+doc+11348&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)BUSINESS PROJECT   
REQUEST TEMPLATE**

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| --- | --- | --- | --- |
| **PROJECT TITLE** |  | | |
| **SUBMITTED BY** |  | **PROJECT TYPE** |  |
| **PHONE / EMAIL** |  | **TOTAL ESTIMATED BUDGET** |  |
| **DATE OF PROPOSAL** |  | **VERSION NO.** |  |
| **PROJECTED START DATE** |  | **PROJECTED COMPLETION DATE** |  |

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| Provide Name, Title, Phone, and Email Address for each stakeholder below. | | |
| **PROJECT SPONSOR** Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility | | |
|  | | |
| **PROJECT MANAGER** Confirms need for project and validates objectives; Provides specs, monitoring, and overall delivery | | |
|  | | |
| **ADDITIONAL STAKEHOLDERS** | | |
| **STAKEHOLDER NAME** | **STAKEHOLDER ROLE** | **CONTACT INFO** |
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| **PROJECT OVERVIEW** |
| **SUMMARY** |
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| **OBJECTIVES** |
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| **BUSINESS JUSTIFICATION** |
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| **CASE FOR FAST TRACK** |
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| **DEPENDENCIES / RELATED PROJECTS** |
|  |
| **TECHNOLOGY** |
|  |
| **RISK OVERVIEW** |
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| **SCOPE OF PROJECT** | |
| **ASPECTS IMPACTED** | |
| **IN SCOPE** |  |
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| **OUT OF SCOPE** |  |
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| **DELIVERABLES** | |
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| **TIMELINE / MILESTONES** | | | | | | |
| **OVERVIEW** |  | | | | | |
| **MILESTONE** | | | | | **DEADLINE** | |
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| **STAFFING RESOURCES** | | | | | | |
| **OVERVIEW** |  | | | | | |
| **FUNCTION** | | **CAPABILITY REQUIREMENTS** | | | | **FTE** |
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| **PROJECT BUDGET / COST OVERVIEW** | |
|  | |
| **GRAND TOTAL** |  |

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| --- | --- | --- |
| **RELATED DOCUMENTS** | | |
| **FUNCTION** | **DESCRIPTION** | **FILE NAME / LOCATION / LINK** |
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| **EXECUTIVE DECISION RECORD** | | |
| **DATE** | **APPROVED BY** | **DECISION** |
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