**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 |
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| **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** |
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| **TECHNOLOGY** |
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| **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** |
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| **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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