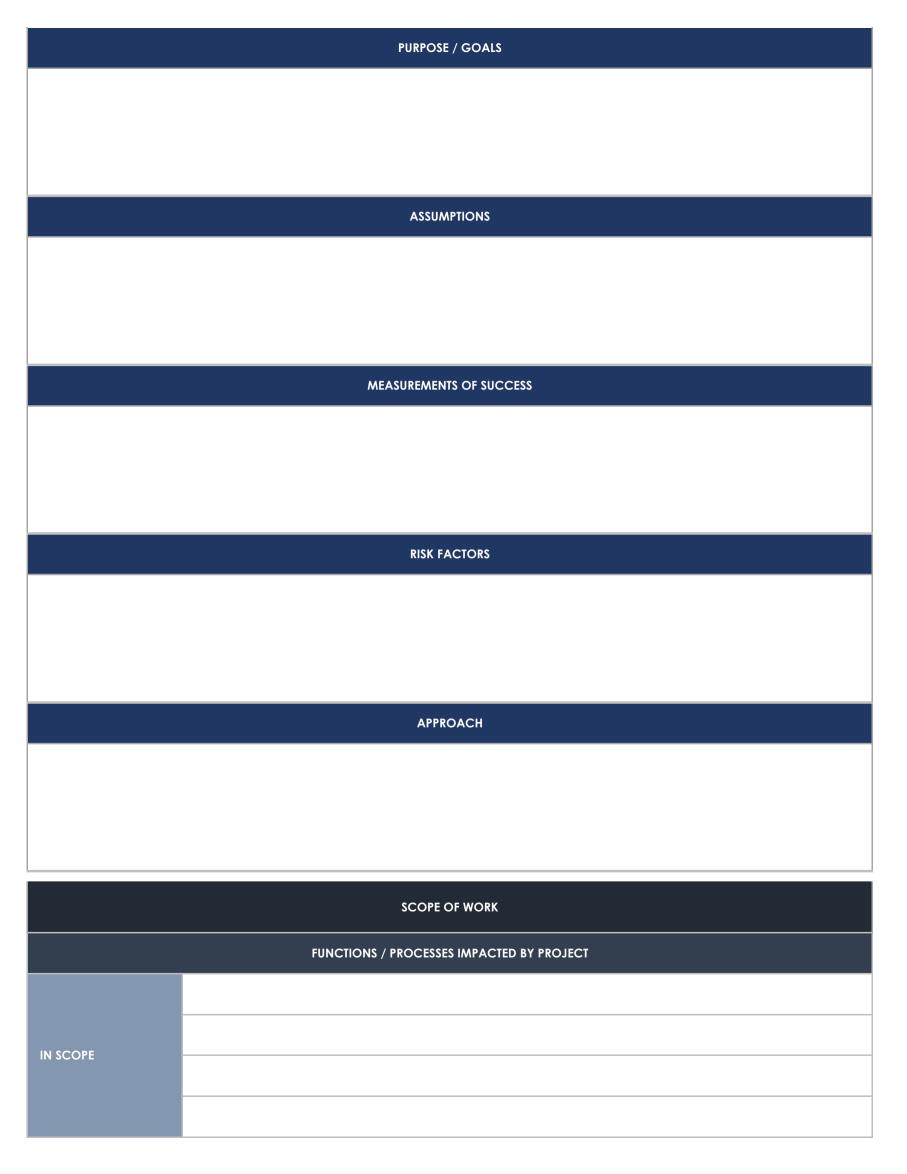
IT PROJECT REQUEST TEMPLATE

PROJECT TITLE		
SUBMITTED BY	SUBMITTED TO	
PHONE / EMAIL	RECEIVER PHONE / EMAIL	
DATE SUBMITTED	PROJECTED START DATE	

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 FUNDING SPONSOR Person / department obtaining budget required PROJECT OWNER Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery PROPOSAL FACILITATOR Proposal preparation support **ADDITIONAL STAKEHOLDERS** STAKEHOLDER NAME **STAKEHOLDER ROLE**

PROJECT NAME AND DESCRIPTION



OUT OF SCOPE		
UNCERTAIN		
INTER	RDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS	
IN SCOPE		
OUT OF SCOPE		
UNCERTAIN		
TIMELINE / MILESTONES		

OVERVIEW	

MILESTONE	DEADLINE

PROJECT COST AND RESOURCE ESTIMATE		
OVERVIEW		
	NEEDS / INVESTMENT	COST
	ESTIMATE TOTAL	

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