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| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11348&utm_source=integrated+content&utm_campaign=/content/project-request-form-templates&utm_medium=IT+Project+Request+doc+11348&lpa=IT+Project+Request+doc+11348&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)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 | | | |
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| **PROJECT OWNER** Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery | | | |
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| **PROPOSAL FACILITATOR** Proposal preparation support | | | |
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| **ADDITIONAL STAKEHOLDERS** | | | |
| **STAKEHOLDER NAME** | | **STAKEHOLDER ROLE** | |
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| **PROJECT NAME AND DESCRIPTION** | | | |
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| **PURPOSE / GOALS** | | | |
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| **ASSUMPTIONS** | | | |
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| **MEASUREMENTS OF SUCCESS** | | | |
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| **RISK FACTORS** | | | |
|  | | | |
| **APPROACH** | | | |
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| **SCOPE OF WORK** | | | |
| **FUNCTIONS / PROCESSES IMPACTED BY PROJECT** | | | |
| **IN SCOPE** |  | | |
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| **OUT OF SCOPE** |  | | |
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| **UNCERTAIN** |  | | |
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| **INTERDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS** | | | |
| **IN SCOPE** |  | | |
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| **OUT OF SCOPE** |  | | |
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| **TIMELINE / MILESTONES** | | | |
| **OVERVIEW** |  | | |
| **MILESTONE** | | | **DEADLINE** |
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| **PROJECT COST AND RESOURCE ESTIMATE** | | | |
| **OVERVIEW** |  | | |
| **NEEDS / INVESTMENT** | | | **COST** |
| STAFFING - TECHNICAL | | | $ - |
| STAFFING - FUNCTIONAL | | | $ - |
| CONSULTATION | | | $ - |
| TRAINING / DOCUMENTATION | | | $ - |
| HARDWARE | | | $ - |
| SOFTWARE | | | $ - |
| OTHER | | | $ - |
| **ESTIMATE TOTAL** | | | $ - |

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