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| **A picture containing text  Description automatically generatedIT 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** |
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| **PROJECT NAME AND DESCRIPTION** |
|   |
| **PURPOSE / GOALS** |
|   |
| **ASSUMPTIONS** |
|   |
| **MEASUREMENTS OF SUCCESS** |
|   |
| **RISK FACTORS** |
|   |
| **APPROACH** |
|   |
|  |  |  |  |
| **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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| **UNCERTAIN** |   |
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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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