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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=Sample+Project+Request+Form+doc+11348&lpa=Sample+Project+Request+Form+doc+11348&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SAMPLE PROJECT REQUEST  FORM TEMPLATE** | | | | |
| **PROJECT NAME** | Positive Charge EV Charging Stations - California | | | |
| **JOB LOCATION** | Mountain View, CA | | | |
| **EST. START DATE** | 11/23/2024 | **EST. FINISH DATE** | 09/2/2025 | |
| **PROJECT LEADER** | Jane DeHart | **COMPANY** | Positive Charge | |
| **CONTACT NAME** | John Steele | **ADDRESS** | 1123 4th Pl Monterey, CA 9394 | |
| **PHONE** | (415) 567-3245 |
| **EMAIL** | j.steele27@positivechargeev.com |
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| **SUMMARY** | This project is based on Positive Charge’s goal of being the world's largest EV-charging provider and to reduce the environmental impact of fossil-fuel cars through our services. The project requires 56 new EV-charging stations in the Mountain View, CA area by September of 2025. (Please see attached documents for further technical details.) | | | |
| **DESIRED OUTCOME** | 56 fully functional Positive Charge EV charging stations in the Mountain View, CA area by September 2025. | | | |
| **ACTION TO COMPLETION** | Account management to work with field engineers on logistics, timeline, detailed product plan (attached) for rollout of 56 EV-charging stations. | | | |
| **BENEFITS OF PROJECT** | 56 Positive Charge EV-charging stations for EV car owners. Positive environmental impact (reduction in fossil-fuel emissions). Increase of sales for N. CA Sales Team, and significant revenue for Positive Charge | | | |
| **PROJECTED SCHEDULE** | ● 10/15/15 - contract signed  ● 11/1/24 - Product provides project requirements to field engineers  ● 11/14/24 - Sales engineering receives sign-off from Mountain View City Council for implementation of project.  ● 12/30/24 - Project implementation begins  ● 9/15/25 - Project successfully implemented | | | |
| **PROJECTED BUDGET** | (Please see attached SOW with all relevant costs associated.) | | | |
| **PROJECTED TEAM AND RESOURCE REQUIREMENTS** | Jane DeHart - Project Manager John Steel - Chief Sales Engineer Martha Goodwin - Operations VP Frida Kafta - Mountain View City Planning Coordinator Jim Bears - Positive Charge Project Sponsor (sign-off, etc.) | | | |
| **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** | | | |  |
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| **ACCEPTANCE OF PROPOSAL** | | | | |
| **AUTHORIZED CLIENT SIGNATURE** |  | **DATE OF ACCEPTANCE** |  | |

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