|  |
| --- |
| Title: |

|  |  |
| --- | --- |
| **Prepared By:** |  |
| **Version:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Sponsor:** |  |
| **Project Manager:** |  |
| **Technical Rep:** |  |

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| --- | --- | --- | --- | --- |
| Revisions | | | | |
| Date | Document  Version | Approved By | Pages Affected | Comments |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| Key Stakeholders | | | |
|  | Name | Email | Phone |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |
|  |  |  |  |

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| --- |
| Priority |
|  |

|  |  |
| --- | --- |
| Summary | How does this project contribute to the overall vision of the college? Which college strategy does this project align? |
|  | |

|  |  |
| --- | --- |
| Problem/Opportunity | What is the problem or opportunity that this project poses to correct or take advantage? |
|  | |

|  |  |
| --- | --- |
| Project Description |  |
|  | |

|  |  |
| --- | --- |
| **Project Start (estimated):** |  |
| **Project Finish (estimated):** |  |
| **Fiscal Year:** |  |

|  |  |  |
| --- | --- | --- |
| Milestones | In this section the user can identify the top 4 milestones and their proposed completion dates. | |
| Milestones | Completion Date | Brief Milestone Description |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

|  |  |
| --- | --- |
| Benefits | Identify the Tangible and Intangible benefits that will be derived from this project implementation. |
| Tangible |  |
| Intangible |  |

|  |  |
| --- | --- |
| Resources | What steps need to be accomplished? What materials are needed from the client? What materials will the IS&T department supply? Please indicate if materials are needed by a certain date. |
| Client will supply… |  |
| (Unit name goes here) will supply… |  |

The above description is a guideline for the successful and timely completion of your project. Adjustments may be made if unforeseen circumstances arise. But for now, the above represents our best understanding of the project details. Both client and **(unit name goes here)** commit to meeting the above requirements in a timely manner in order to insure a successful project. Any delays during the project will result in a delayed completion date. Significant delays may result in a reprioritizing of this project.

# Approval Signatures

Name

Title Date

Name

Title Date

Name

Title Date

# Final Customer Sign Off[[1]](#footnote-1)★

Name

Title Date

Name

Title Date

★ Should be completed as a final signoff to the project.

1. [↑](#footnote-ref-1)