Project Information

|  |  |
| --- | --- |
| **Item** | **Enter Information Requested** |
| **Project Name:** | Click here to enter project name. |
| **Evaluation Date:** | Click here to enter evaluation date. |
| **Submitted By:** | Click here to enter name of requestor. |
| **Executive Sponsor:** | Click here to enter Executive Sponsor. |
| **Reviewed By:** | Click here to enter reviewed by. |

Project Evaluation Summary

# Overview

<Enter one or two concise paragraphs explaining the need for the project, goals, scope, effort and impact. Create this part as a standalone section so it can be used in status reports and executive briefings.>

# Options / Alternatives

<Each option should have the evaluation questions answered>

# OTS Recommendation

<Should include the summation of reasons for selecting the option>

Project Approval

OTS Project Manager Review

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  |  |

CIO Review

|  |  |  |
| --- | --- | --- |
| Business Case Needed? (circle one) | Signature/Date | Name/Title |
| **Yes / No** |  | David Bobart / CIO |

Executive Sponsor Approval

|  |  |
| --- | --- |
| Approval to Proceed with the Project Initiation Activities based on the Recommendation (Please check one) | |
| □ Approve □ Deny | |
| Signature/Date | Name/Title |
|  |  |