Project Information

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

Project Proposal

# Executive 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 used in status reports and executive briefings.>

# Business Need

<Enter a detailed explanation of the business need/issue/problem that the requested project will address.>

# Strategic Goals

<Enter a detailed explanation of how the proposed project aligns with the organizational goals and objectives.>

# Impact of Not Doing

<Please describe the impact if the project is not approved.>

Project Approval

OTS Project Partner Review

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

CIO Review

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  | David Bobart / CIO |

Executive Sponsor Approval to Proceed with Project Initiation Activities

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