

BUSINESS PROJECT REQUEST TEMPLATE

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PROJECT TITLE			
SUBMITTED BY		PROJECT TYPE	
PHONE / EMAIL		TOTAL ESTIMATED BUDGET	
DATE OF PROPOSAL		VERSION NO.	
PROJECTED START DATE		PROJECTED COMPLETION 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

PROJECT MANAGER Confirms need for project and validates objectives; Provides specs, monitoring, and overall delivery

ADDITIONAL STAKEHOLDERS

STAKEHOLDER NAME	STAKEHOLDER ROLE	CONTACT INFO

PROJECT OVERVIEW

SUMMARY

OBJECTIVES

BUSINESS JUSTIFICATION

CASE FOR FAST TRACK

DEPENDENCIES / RELATED PROJECTS

TECHNOLOGY

RISK OVERVIEW

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