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| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11365&utm_source=integrated+content&utm_campaign=/content/it-project-request-form-templates&utm_medium=Simple+IT+Project+Request+Form+doc+11365&lpa=Simple+IT+Project+Request+Form+doc+11365&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SIMPLE IT PROJECT REQUEST FORM** | | | | |
| **PROJECT NAME** |  | | | |
| **JOB LOCATION** |  | | | |
| **EST. START DATE** |  | **EST. FINISH DATE** |  | |
| **PROJECT LEADER** |  | **COMPANY** |  | |
| **CONTACT NAME** |  | **ADDRESS** |  | |
| **PHONE** |  |
| **EMAIL** |  |
|  |  |  |  | |
| **SUMMARY** |  | | | |
| **DESIRED OUTCOME** |  | | | |
| **ACTION TO COMPLETION** |  | | | |
| **BENEFITS OF PROJECT** |  | | | |
| **PROJECTED SCHEDULE** |  | | | |
| **PROJECTED BUDGET** |  | | | |
| **PROJECTED TEAM AND RESOURCE REQUIREMENTS** |  | | | |
| **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** | | | |  |
|  | | | | |
| **ACCEPTANCE OF PROPOSAL** | | | | |
| **AUTHORIZED CLIENT SIGNATURE** |  | **DATE OF ACCEPTANCE** |  | |

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