Title Page

**Project Title**

Prepared by:

Version:

Date:

Project Sponsor:

Project Manager:

IT Project Sponsor:

Signature Page

Approval Signatures:

Project Sponsor:

IT Project Sponsor:

Other representative:

Final Sign Off:

Project Sponsor:

IT Project Sponsor:

Project Manager:

Revisions Page

Revisions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Document Version | Approved by | Pages Affected | Comments |
| 1/1/1900 | 1.0 | Project Sponsor | All | Initial Draft |
|  |  |  |  |  |
|  |  |  |  |  |

Project Information

Project Sponsor:

Project Sponsor Title:

Project Sponsor Division / Department:

Project Sponsor Phone Number:

Project Manager:

Project Manager Title:

Project Manager Division / Department:

Project Manager Phone Number:

Project Start Date (Estimated):

Project End Date (Estimated):

Project Summary: [How does this project contribute to the college / university’s vision? What college / university’s strategy does the project align?]

Priority Elaboration: [What priority should be given to this project? Why should the project be given the priority suggested? Are there any legal requirements or security issues mandating implementation?]

Problem / Opportunity: [What is the problem or opportunity that this project poses to correct or take advantage?]

Benefits: [Identify the Tangible and intangible benefits that will be derived from this project’s implementation.]

Tangible:

Intangible:

Critical Success Factors: [Critical Success Factors (CSFs) are those business factors that should be accomplished in order to consider this project a success.]

1.

2.

3.

In Scope: [Describe the items that are in scope for the successful completion of this project. Any items not listed are understood as being out of scope.]

Out of Scope: [Describe the items that are out of scope for the successful completion of this project. Any items not listed are understood as being out of scope.]

Interdependencies: [In order to complete this project, does it require any other projects or tasks outside of the Project Team’s control to complete in order to be successful?]

Milestones: [Identify the major milestones for the project and their estimated completion dates.]

Stakeholders: [List all of the colleges, units, departments, and / or users that will be impacted by the outcome of this project.]

Resources: [What resources are needed to complete this project with the given scope and defined timeline? Resources should include people, skills, and equipment.]

Assumptions: [What assumptions are being made by the project team about the resources, budget, schedule, etc.?]

Constraints: [List any constraints that are on the project team and the completion of the project. Be sure to list any constraints to the milestone dates, resource availability and budget.]