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REQUEST TEMPLAT	<u> </u>	
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 Ad	ddress for each stakeholder below.	
PROJECT SPONSOR Commissions deliver	y of and champions project; Provides vision and dir	ection; Accepts responsibility
PROJECT MANAGER Confirms need for p	project and validates objectives; Provides specs, ma	onitoring, and overall delivery
ADDITIONAL STAKEHOLDERS		
STAKEHOLDER NAME	STAKEHOLDER ROLE	CONTACT INFO

ABBITOTAL CIARLITOLDERO		
STAKEHOLDER NAME	STAKEHOLDER ROLE	CONTACT INFO

PROJECT OVERVIEW	
SUMMARY	
OBJECTIVES	

BUSINESS JUSTIFICATION	
CASE FOR FAST TRACK	
DEPENDENCIES / RELATED PROJECTS	
TECHNOLOGY	
DISK OVERVIEW	
RISK OVERVIEW	

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SCOPE OF PROJE	ui	
ASPECTS IMPACTED		
IN SCORE		
IN SCOPE		
OUT OF SCOPE		
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DELIVERABLES		
TIMELINE / MILEST	ONES	
OVERVIEW		
	MILESTONE	DEADLINE

FUNCTION	PROJECT BUDGET / COST OVERVIEW	ENTS FTE
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		GRAND TOTAL
DELATED DOCUMENTS		
	DESCRIPTION	FILE NAME / LOCATION / LINK
	DESCRITION	THE NAME / LOCATION / LINK
FUNCTION		
FUNCTION	EXECUTIVE DECISION RECORD	
DATE APPROVED BY		CISION
		CISION
		CISION
		CISION
RELATED DOCUMENTS		GRAND TOTAL

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