

IT PROJECT REQUEST TEMPLATE

Try Smartsheet for FREE

PROJECT TITLE			
SUBMITTED BY		SUBMITTED TO	
PHONE / EMAIL		RECEIVER PHONE / EMAIL	
DATE SUBMITTED		PROJECTED START 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

FUNDING SPONSOR Person / department obtaining budget required

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

PROPOSAL FACILITATOR Proposal preparation support

ADDITIONAL STAKEHOLDERS

STAKEHOLDER NAME	STAKEHOLDER ROLE

PROJECT NAME AND DESCRIPTION

PURPOSE / GOALS

ASSUMPTIONS

MEASUREMENTS OF SUCCESS

RISK FACTORS

APPROACH

SCOPE OF WORK

FUNCTIONS / PROCESSES IMPACTED BY PROJECT

IN SCOPE

OUT OF SCOPE

UNCERTAIN

INTERDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS

IN SCOPE

OUT OF SCOPE

UNCERTAIN

TIMELINE / MILESTONES

OVERVIEW

MILESTONE	DEADLINE

PROJECT COST AND RESOURCE ESTIMATE

OVERVIEW	
-----------------	--

NEEDS / INVESTMENT	COST
--------------------	------

ESTIMATE TOTAL	
-----------------------	--

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.