

## Complete this section for Project Proposal & Project Charter

<b>Name of Proposed Project:</b> <b>Project Owner:</b> <b>Sponsor:</b>			<b>Department Ownership:</b> <b>ISSC review date:</b> <b>Client review date:</b>	
POSITION	NAME	DEPARTMENT	PHONE	EMAIL
Vice President				
Director				
Project Coordinator				
Team Lead				
<b>ABOUT THE PROJECT</b>				
<b>Executive Summary</b>				
<b>Business Purpose/Need:</b>			<b>Scope:</b>	
<b>Assumptions:</b>			<b>Constraints:</b>	
<b>Deliverables &amp; Dates:</b>				
<b>REQUIRED RESOURCES</b>			<b>TIME:</b>	
Resource 1			Time required	
Resource 2				
Resource 3				
<b>Risk Analysis &amp; Process Impact:</b>				
<b>FEASIBILITY</b>				
<b>Project Spend</b>				
<b>Cost Analysis Discussion:</b>				
Estimated spend (explain if one-time, annual, per user, time, etc):			\$ XX or time	
Fiscal Year budgeted:			FY20	
<b>Benefit Analysis:</b>				
<b>CURRENT PHASE OF PROJECT</b>			<b>PROJECT TIMELINE</b>	
Check the one that applies: <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Test <input type="checkbox"/> Implementation <input type="checkbox"/> Pilot <input type="checkbox"/> Other			Estimated start date: Other critical dates:	

**Other Information (links, screenshots, diagrams, etc):**

List the major milestones the project team will work toward. Include who owns the completion of the milestone (Responsibility) and the estimated completion date.

STATEMENT OF WORK			
Task and/or Milestones	Responsibility	Estimated Completion Date	Actual Completion Date

Obtain all approvals below in the order listed. Ensure approvals are documented via email and saved in the project folder.

APPROVALS		
Stakeholder	Name	Approval Date
1. Project Owner		
2. Dept Manager		
3. ISSC		
4. Customer		
5. CIO		

## Complete the sections below as the project proceeds

Document project risks and thoroughly describe the impact. Assign an owner and describe mitigation tasks. Complete this as the project proceeds.

PROJECT RISKS				
Date	Risk	Impact (Scope/Schedule/Cost)	Owner	Mitigation

Complete the table below for all project changes. Include changes throughout the lifecycle of the project. Add rows as necessary. Ensure all changes are approved by the Project Owner prior to implementation.

CHANGE CONTROL					
Date	Change	Impact	Change Risk (H/M/L)	Owner	Approver

Status Date:		Target Completion Date:	
Status Provider:		Project Phase:	
Team Members:			
Objectives:			
Measured Deliverables:			
<input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Green	Status Reason:		

Status Date:		Target Completion Date:	
Status Provider:		Project Phase:	
Team Members:			
Objectives:			
Measured Deliverables:			
<input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Green	Status Reason:		

Status Date:		Target Completion Date:	
Status Provider:		Project Phase:	
Team Members:			
Objectives:			
Measured Deliverables:			
<input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Green	Status Reason:		

Status Date:		Target Completion Date:	
Status Provider:		Project Phase:	
Team Members:			
Objectives:			
Measured Deliverables:			

<input type="checkbox"/> <b>Red</b>	<input type="checkbox"/> <b>Yellow</b>	<input type="checkbox"/> <b>Green</b>	<b>Status Reason:</b>
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Add new status blocks as needed throughout the project. Select the entire table then copy and paste it below the last table.

<b>Status Date:</b>		<b>Target Completion Date:</b>	
<b>Status Provider:</b>		<b>Project Phase:</b>	
<b>Team Members:</b>			
<b>Objectives:</b>			
<b>Measured Deliverables:</b>			
<input type="checkbox"/> <b>Red</b>	<input type="checkbox"/> <b>Yellow</b>	<input type="checkbox"/> <b>Green</b>	<b>Status Reason:</b>