# Project request

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| --- | --- | --- |
| Project Name |  | |
| Project Type | System implementation, Organizational change, Procurement, Other{Delete as needed} | |
| Desired Project Start Date |  | |
| Expected Project End Date |  | |
| Project Sponsor |  | |
| Project Director |  | |
| Project Manager |  | |
| Primary Driver | * Compliance (legal/regulatory/internal policy) * Strategic Objectives (organizational-level) * Tactical Objectives (divisional/departmental-level) * Operational (staff-level)   {Delete as needed} | |
| Secondary Driver | * Compliance (legal/regulatory/internal policy) * Strategic Objectives (organizational-level) * Tactical Objectives (divisional/departmental-level) * Operational (staff-level)   {Delete as needed} | |
| Objective | {A brief outline of the objectives of the project. e.g. To improve efficiency in office admin | |
| Benefits | {A brief outline of the benefits of the project. e.g. To reduce printing costs by 50%) | |
| History | What has led to the need for the project | |
| Current State | What currently exists in the organization to provide this need | |
| Proposed Project | What it the project, for who, by when | |
| Approach and Options / Work Breakdown | How the project will be executed e.g. Internally resourced, outsourced, 3rd party vendors, service contract ect. | |
| Key Deliverables / Activity | (Outline expected project deliverables and how they will be delivered and supported | |
| Key Dates / Timescales | Eg. Company Audit or expected delivery dates ect. | |
| Implementation Costs | Project Resources (FTE) |  |
| Professional services  Hardware  Software and Licenses  Travel and Accommodation  Other |  |
| **Total** |  |
| Running Costs | FTE |  |
| Support & Maintenance  Service Charges  Lease/Rental Charges |  |
| **Total** |  |

This document is used to capture key information regarding a proposed project a an initial request

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classification | Attributes | Project Controls | Authorized by | Managed by |
| **Task** | * Less than 5 man days  of effort | None | Line Manager | Line Manager |
| **Micro Project** | * Less than 10 man days  of effort * Less than USD$1,000 * One deliverable | One page objectives, Work breakdown and costs | Director | Line Manager |
| **Small Project** | * Less than 30 Man Days of effort * Less than USD $10,000 * Few deliverables * Low impact | Small project charter, work breakdown and schedule | CEO/CAO/CFO | Line Manager with ePMO support |
| **Medium Project** | * 30 - 60 Man Days  of effort * USD $10,000 to $50,000 * Medium Impact | Full project controls, documentation review and QA | Executive | Director or Assigned PM with ePMO support |
| **Large Project** | * 60+ Man Days of effort * USD $50,000+ * High Impact * High corporate visibility | Full project controls, documentation review and QA | Executive | Assigned PM with ePMO oversite and reporting |
| **Strategic Project** | * Has a compliance or strategic driver | As per project size | As per Project Size | As per Project Size with ePMO oversite and reporting |

# Project Approvals

Add signatures that are important for the approval of the project. (Remove this comment section from the final document.)

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Project Sponsor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Authority Date