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| Project Concept Document   |  |  |  |  | | --- | --- | --- | --- | | I. General Information | | |  | | Project name: My Project  Requestor name: Stephen Savage  Requestor’s contact information: ssavage@kaplan.edu | | | Project number: 123345  Date of request:12/28/2015 | | Section One — To be completed by the requestor | | |  | | II. Business Justification | *State the reason this project is needed and what problem or issue the project will resolve. Describe the impacts to the organization if the project is not approved.* | | |  |  | | | III. Project Description | *Provide a high-level overview of the project objectives. Include a brief list of desired project outcomes.* | | |  |  | | | IV. Project Costs | *Provide high-level estimates if known.* | | |  |  | | | V. Timeframe | *Is there a critical completion date? Y/N Date required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Desired completion date if not critical:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |  |  | | | |
| Project Concept Document—page 2   |  |  |  |  | | --- | --- | --- | --- | | Section Two — To be completed by the business unit manager or project manager | | | | | VI. Planning Estimates | *Provide a high-level estimate of project completion.* | | | |  |  | | | | VII. Business Areas Impacted | | *List all business units impacted by this project.* | | |  | |  | | | Section Three — To be completed by the review committee | | | | | VIII. Selection Committee Review | | | | | *Date of review:*  *Comments:*  *Project reviewed/denied:*  *Project priority:* | | | | | IX. Signatures of Review Committee | | | | |  | | | | | |