Division of Information Technology

DEcision Memo

**­­­Project Ma­­nagement Office­**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Decision Name:** |  | | |
| **Date Created:** |  | **Decision Date:** |  |

**Project Sponsorship**

Project sponsorship is a critical component of project success. Sponsors champion project success by setting and approving scope, providing necessary ongoing support, and resolving potential conflicts that may impact the project timeline, cost, or scope. The Charter identifies the Sponsor(s) and sets a high-level agreement of scope, timeline, resource expectations, and known funding requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Decision Maker:** |  | Department/Role: |  |
| **Sponsor Name:** |  | Department/Role: |  |
| **Project Manager:** |  | Department/Role: |  |

**Decision Details**

**Background / Description** :

**Objective:**

**Assumptions:**

**Alternatives:**

Option 1:

* Pros
* Cons

Option 2:

* Pros
* Cons

Option 3:

* Pros
* Cons

**Recommendation:**

**Decision:**

**Key Stakeholders involved in Decision:**