# Project Request

## [Project Name]

### Version of TAC 216 Companion Guide: [Version]

### Project Start: [Date]

### Projected End: [Date]

### Project Request ID: [ID]

Submit this document to the PPMO/PMO or Portfolio Director, Project Sponsor, Business Owner, and where applicable, CFO, for approval.

| **Approver Name** | **Approver Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
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**Note to the Author**

Use this template to help you write a project request. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** italicized text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the project request sections.

**Brown** italicized text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the project request sections.

Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing this document; they are not mandatory formats.

**Please delete this page before signing the project request.**

#### Requestor

<Who is requesting this project and who will use the completed product? (Include the requestor’s department and/or division)>

#### Business Need

< What do the sponsor, stakeholders and organization want this project to accomplish? What is the primary need that this project will address? Is this project a simple “nice to have”, or does it fill some sort of critical business need? This section is also on the Business Case.>

#### Project Summary

<Provide a brief summary of the recommended / requested project. Include a high-level description of the business scope. This section is also on the Business Case.>

#### Business Goals/Objectives

<Define the business goals and objectives that will be met by this project. This section is also on the Business Case.>

| # | Business Goal/Objective | Description |
| --- | --- | --- |
| [PR-1] |  |  |
| [PR-2] |  |  |
| [PR-3] |  |  |
| [PR-4] |  |  |
|  |  |  |

#### Business Value

<What is the value to the institution/agency and/or its customer(s)? What cost savings, efficiency gains or business improvements are expected as an outcome of this project? Does the project have a quantifiable Return on Investment (ROI)? This section is also on the Business Case.>

#### Justification and Impact

<Justify why the recommended project should be implemented. Include the impact of not implementing the project. Will service to stakeholders be impacted? What other services/products may be affected? This section is also on the Business Case.>

Institution/Agency Priority

<Choose the importance of this project to your division or area.>

[ ]  High

[ ]  Medium

[ ]  Low

#### Institution/Agency Decision

<Indicate the approvers’ overall decision on whether the project moves forward.>

Decision Date:

[ ]  Approved to proceed

[ ]  Deferred

[ ]  Rejected

<Provide a brief explanation of Deferred and Rejected decisions.>