



IT Project Initiation Proposal Form

Project Title:

Email Address

Project Leader/Manager:

Anticipated Project Start Date:

Phone Ext:

Date Prepared:

Initiation:

Write a short vision for your project.

Write a brief project justification. What problems are solved?

Define the projects major goals.

What are the projects key deliverables?

Identify the core team members and major stakeholders.

What are the projects resource requirements?

Have the project team and stakeholders agreed on the above project initiation items? (Yes | No)

Planning:

Describe the projects functional requirements including a description of the projects scope.

If special skills are needed to accomplish this project, what are they?

What communication methods are going to be used and how will it flow?

Identify and arrange responsibility for production ownership, maintenance, and support.

Attach a simple work plan with work assignments, timeline.

Approvals: (of project requirements and scope)

Requested by: (e.g., project manager)

Printed name, Signature, Date

Approved by: (e.g., project sponsor)

Printed name, Signature, Date

