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| --- | --- | --- | --- |
| **Requestor** |  | **Anticipated Start Date** |  |
| **Requestor Dept/Team** |  | **Anticipated End Date** |  |
| **Project Name** |  | **PSS #** |  |
| **Customer/Department** |  |

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| **Project Overview / Purpose***(Why we are undertaking this project?)* |
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| **Project Scope / Goals / Deliverables** *(What question(s) do we want to answer and what do we want to accomplish by the end of the project?)* |
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| **Project Activities / Phases***(What are the anticipated project activities?)* |
| **Activity** | **Estimated Start Date** | **Estimated Completion Date** |
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| **Project Communication***(Who, what information, how, and how often)* |
| **Who** | **Information** | **Delivery Mode** | **Frequency** |
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| **Has a budget been identified for this project?** | Yes  | How Much? | No |
| **Who is the budget owner?** |  |

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| **Project Stakeholders***(Individuals, groups or departments that will be impacted (in some way) by this project)* |
| **Who** | **Impact** |
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| **Project Team Members***(Anticipated resources needed (individuals or team) for project)* |
| **Name / Title** | **Role** | **Primary Responsibilities** |
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| **Additional Information Comments**  |
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