

# IT PROJECT REQUEST FORM

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Target Completion Date: \_\_\_\_\_

Department: \_\_\_\_\_

Budgeted: Yes  No

Total Budget Estimate: \_\_\_\_\_

## PROJECT OVERVIEW

**Brief Description of Proposed Product or Service Requested:**

**Project Objectives Statement:** Bottom line goals, including time, scope, resources and cost.  
Problem to be solved, service to be offered, cost reduction to be made.

**Business Need and Justification:** Why should VWH do this now? What are the risks and perceived impacts if we do not?  
How does this align with our strategy?

**Value Realization:** Return on investment and any nonmonetary improvements to operations.

**Key Stakeholders:** Who is impacted by this project?

**Facilities (if applicable, complete facilities request form):** What is required / involved?

**Dependencies:** Is this project dependent on completion of another? If so, what is that project?

**Related Projects:** Is this project related to another project?