| Description |
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|   |

| Justification |
| --- |
|  |

| Cost/Benefit Analysis |
| --- |
|   |

| Strategic Alignment |
| --- |
|  |

| In Scope |
| --- |
|  |

| Out of Scope |
| --- |
|  |

| Pros & Cons |
| --- |
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|  |  |
| --- | --- |
| **Pros** | **Cons** |

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|  |
| --- |
| Important Dates and Milestones  |
| **Process**  | **Date** |
| Project Planning and requirements gathering |   |
| Project Plan Approval |   |
| Project Kick-off |   |
| Begin Implementation |   |
| Project Close |   |
|   |

| Budget |
| --- |
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|  |  |
| --- | --- |
| **Funding Approved?**   | **Funding Source:**   |

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |   |

Cost will depend on the software and associated services selected as part of the project.  |

| Approvals |
| --- |
| Title | Name | Signature | Date |
|  Executive Sponsor |  |  |  |
|  Project Sponsor |  |  |  |
|  Project Manager |  |  |  |