Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

This form formalizes approval for the <Name of Project> Project.

Topic	Description
Project Name	
Project Number	
Department or Business Unit Name	
Department or Business Unit Cost Center	
Sponsor Name and Telephone Number	
Project Manager Name and Telephone Number	

Project Description
Provide a description of the project.

Provide approval information in the following table.

Responsibility / Organization	Name	Approved Signature	Date	Comments (e.g., major or minor, cost, not approved)
Project Sponsor				
Business Owner				
Project Manager				

Responsibility / Organization	Name	Approved Signature	Date	Comments (e.g., major or minor, cost, not approved)
Department or Business Unit				
Information Technology				