



Project or Issue Submission Form
Project Name
 Version

General Project Information (for new projects)			
Project Name:			
Submitted By:			
Contact Name and Tel # (if different):			
Date Submitted:			
Opportunity Statement (for new projects)			
<p><i>Describe in detail the business problem or opportunity addressed by the project or program.</i></p> <ul style="list-style-type: none"> • <i>Include the business drivers, key systems impacted, and the programs, projects, applications, and departments that are impacted.</i> • <i>Identify the way the project fits with business and corporate strategic goals.</i> • <i>Identify the risk(s) of not doing the project or program.</i> 			
Business Goal (for new projects)			
<p><i>List and describe the goals of the project, for example:</i></p> <ul style="list-style-type: none"> • <i>To reduce costs</i> • <i>To increase efficiency.</i> • <i>To satisfy regulatory requirements</i> • <i>To comply with IT Governance mandates</i> • <i>To satisfy internal/external auditors.</i> 			
Project Scope (for new projects)			
<p><i>Provide a high level of the processes/systems that will be impacted by the project, and then identify the in-scope and out-of-scope processes/systems.</i></p>			
Projected Costs			
<input type="checkbox"/>	\$2,500,000-\$5,000,000	<input type="checkbox"/>	\$250,000-\$500,000
<input type="checkbox"/>	\$1,000,000-\$2,500,000	<input type="checkbox"/>	\$100,000-\$250,000
<input type="checkbox"/>	\$500,000-\$1,000,000	<input type="checkbox"/>	< \$100,000

Project Issue or Problem Information		
Issue Number	Submitter By (name)	Date Submitted
Issue Status	Issue Assigned To	Est. Completion Date
Description of Issue		
<p><i>Provide sufficient information to identify and track the issue.</i></p>		
Impact of Issue or Problem		
<p><i>How does this problem or issue impact the project? Describe any risks for not correcting the problem or issue.</i></p>		
Alternatives and Recommendations		
<p><i>Describe any alternatives or work-around recommendations.</i></p>		