

PROJECT REQUIREMENTS DOCUMENT

Project Information

Date		Project No.		Project Name	
Business Owner				Lead	
Start (Approval) Date				Approved Funding	
Approved Completion Date				Total Estimated Project Cost	

Product/Deliverables Description *(Attach any additional pertinent information)*

Business Case *(Attach any additional pertinent information)*

Critical Success Factors, Measurable Criteria *(Attach any additional pertinent information)*

Organizational Areas That Could Be Impacted By The Proposed Change *(Provide organizational charts to illustrate this point)*

Business Owner and Technical Resources

Identification Of Person Or Persons Within The Department Who Will Provide Liaison With The Project Team

Technical		Business	
Contact		Contact	
Area Manager	(Date)	Business Sponsor	(Date)