| Description |
| --- |
|  |

| Justification |
| --- |
|  |

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

| Strategic Alignment |
| --- |
|  |

| In Scope |
| --- |
|  |

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

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

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

| Budget |
| --- |
| |  |  | | --- | --- | | **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 |  |  |  |