# Project Overview

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| Include:   * What the project request is (e.g., change market pricing technology vendor) * Individual or department requesting |

# Objective & Strategic Alignment

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| Use this space to define your “why” (e.g., changing vendors to move toward a centralized model that will enable global consistency and budget management). Include ties to organizational objectives & strategy. |

# Solution Selection

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| Explain the process you used to identify your chosen solution and the alternatives you explored. |

# Chosen Solution

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| Define the chosen solution and the reason behind your choice. |

# Budget Request

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| Outline expected financial costs for the new solution. |

# Resource Requirements & Timing

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| Detail the size and complexity of the project and what non-financial resources you will need for implementation & beyond. |

# Expected Outcomes

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| Showcase the specific benefits and organizational / team impact of your chosen solution. |

# Next Steps

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| Outline what needs to happen next & the timing required to achieve a desired start date. Build in urgency. |