Project Proposal

Pre-Scope Information

Step 1

Stakeholder: (Your Name)	**Phone:**
	Date:
Project Name:	**Bldg:**
	Room:
	Department:
	Authorizer:

Project Information

In very simple language, tell us what you want this project to accomplish.

Staffing

For this project, tell me all the people that you want to be involved. These should be people that will be participating in meetings, making decisions, and answering project related questions.

Name	Position/Title	Phone/Extention	Other Contact Information

Project Deliverables

List what you feel are the key deliverables to the project.

Schedule

Tell us how soon you would like this project completed. Tell us the absolute last date we can finish and still allow you to make use of the project deliverables.

Project Estimate

Provide any information you know. This is particularly helpful when we are talking about specialized items such as stage lighting, control panels, autoclaves, etc.

Description	Est. Cost
Project Total:	0.00

APSU Facilities Planning & Projects Contact Information

Director: Al Westerman
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E-mail: westermana@apsu.edu

Attachments

1. _____
2. _____
3. _____
4. _____

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