

Project Scope Document

Sponsor/Owner Completing Form: _____ Date: _____ 2008

Name of Project: _____

Step	Task	Date
1	Who is the owner / sponsor of this project?	
2	What are the existing conditions?	
3	What are the desired changes?	
4	Has the Vice President for the business area approved this project?	
5	What is the estimated budget for this project?	
6	Who are <u>all</u> of the stakeholders in this project? Check those that apply. Environmental Services _____ Information Technology _____ Public Safety _____ Telecommunications _____ Interior Design _____ Human Resources _____ Administration _____ (names) Purchasing _____ Academic Affairs _____ Academic Program Director _____ Other _____ _____ _____	
7	When is the desired start and finish time for this project?	
8	Provide sketch, as appropriate, to supplement project description (See Page 2)	

Be specific. Include dimensions, placement of telephone, data, furniture, lights and light switches, doorways, etc.

Required Signatures

Project Sponsor / Owner

Department VP

Public Safety

Risk Management

Other

VP Finance & Administration

When Document is completed, please forward to Environmental Services.