

# IT PROJECT INTAKE FORM TEMPLATE

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## IT INTAKE FORM

PROJECT NAME		SPONSOR CONTACT NAME	
IT DIRECTOR NAME AND CONTACT		PROPOSER NAME AND CONTACT	

### PROJECT DESCRIPTION

### PROJECT GOALS

REDUCE COSTS	<input type="checkbox"/>	COMPLIANCE UPDATES	<input type="checkbox"/>
INCREASE EFFICIENCY	<input type="checkbox"/>	INCREASE REVENUE	<input type="checkbox"/>
MITIGATE RISKS	<input type="checkbox"/>		<input type="checkbox"/>
IMPROVE USER EXPERIENCE	<input type="checkbox"/>		<input type="checkbox"/>

### PROJECT GOALS

TARGET START DATE		TARGET END DATE	
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### ESTIMATED COSTS

#### IMPLEMENTATION

#### ONGOING COSTS

### SCOPE AND DEPENDENCIES

How many people will be impacted? What departments, projects, or systems will be affected by this project?

### DATA SECURITY

Will the project involve private data?

YES

NO

### ADDITIONAL PROJECT INFORMATION

## **DISCLAIMER**

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