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| **I. General Project Information** |
| **Project Name** |  |
| **Executive Sponsors** |  |
| **Data Governance Sponsor** |  |
| **Project Objective** |  |
| **II. Project Team & Stakeholders** (*those with significant interest and/or impact from project outcomes)* |
|  | **Name** | **Title** | **Department** |
| **Project Manager** |  |  |  |
| **IR/Data Gov. Lead** |  |  |  |
| **Functional Leads** |  |  |  |
| **Technical Leads** |  |  |  |
| **Stakeholders** |  |
| **III. Project Scope** |
| **Impact / Justification:** *Describe the business need this project addresses* |
|  |
| **Description:** *List characteristics, relationship to business needs, high-level services or products to be created* |
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| **Scope:** *Includes items inside and outside project (e.g., project addresses recruitment processes. Retention is not included)* |
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| **Deliverables:** |
|   |
| **Data Sources and Tools:** |
|  |
| **IV. Constraints** *List conditions that may limit project team options with regard to resources, staffing, or schedule* |
|  |
| **Major Known Risks** | **Risk Rating (Hi, Med, Lo)** |
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| **V. Assumptions** |
|  |
| **VI. Approvals** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date Signed** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date Signed** |