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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)* | | | |
|  | | | |
| **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)** | | |
|  |  | | |
| **V. Assumptions** | | | |
|  | | | |
| **VI. Approvals** | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | | **Date Signed** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | | **Date Signed** | |