

Project Name

IT Project #

Project Leader:		Technical Services Analyst:			
Product Line:		Departmental Champion:			
Revision date:		Current project status:			
Project Leader signoff		Date	Departmental Champion signoff		Date

Project Scope

Project Objective:	
Report definition	
Phase definition	
Data source definition	
Interface definition	
Client definition	
Workstation matrix	
Access	
Printing	
Server	
Data retention	
Timeline	

I am in concurrence with the above project scope as of this date.

Project Leader

Date

Project Client

Date

Project Client

Date