**Part I:** To initiate a project, please complete Section I. After acceptance, you will be asked to complete Part II.

**Section I: (To Be Completed by the Requester)**

Name of Project:Type project name here Date Submitted:

Requested By: Type Requestor Name Here Phone: 555-555-5555 Email: Enter email address here

Requested Start Date:      Due By:      Source of Funds: Enter fund description here

Compliance: UNC GA [ ]  Federal [ ]  State [ ]  Not Applicable [ ]

**A&T Preeminence 2023 Strategic Alignment :** Place X before

[ ]  Commit to excellence in teaching, research and student success.

[ ]  Cultivate an intellectual climate that encourages the creative exchange of ideas and raises the quality of the professional environment.

[ ]  Elevate and expand public service and community engagement to create a premier educational experience that addresses global needs.

[ ]  Excel in resource stewardship, operational effectiveness and efficiencies.

[ ]  Strengthen our campus community by fostering a more diverse and inclusive culture.

[ ]  Achieve excellence in academic and operational effectiveness and efficiency.

**Description of Project** (Scope – attach separate document, if necessary):

Enter a brief description of the project here.

**Section II: Assessment:**

Risk Level:  $25,000 or 24 Hours?  Multiple Departments:

Expected Departments Impacted (please list):

Status (To Be Completed by the Director of ITS PMO):

Explanation: Enter explanation here

PMO Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_