**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_