## IT390: IT Project Management

## Project Approval Template

**Student Name:**

**Project Name:**

**1. Project Type**

*Select from the following options: (1) routine upgrade, (2) COTS selection and installation, or (3) new software/hardware development.*

**2. Purpose**

*Briefly describe why you want to undertake this project. Why this one as opposed to other projects?*

**3. Scope**

*Briefly describe the scope of your project. What does this project seek to accomplish?*

**4. Goals and Deliverables**

*Briefly describe the goals and deliverables for the project. What you want to deliver and any milestones.*

**5. Required Resources**

*Briefly describe any resources (human and physical) you think you may need for the project. Are there specific skill sets required, and do you have them or do they need to be acquired.*