George Mason University
University Project Approval Form

Please complete this application form for each university project proposal submitted.

Project Manager _____

Phone _____   Fax _____

Email _____

Length of Project _____   Begin date _____   End date_____

Describe project including the scope, its relevance/importance to the university's mission, and its impact on the external community if any.

Describe the Project Schedule (Major Project milestone and completion dates).

Describe resources required. Include (1) estimated expenditures for purchases, leases, equipment, etc. and (2) effort requirements for staff to be allocated directly to the project as well as any staff replacement costs. Complete and attach the Process Resource Requirement Template.

Describe any space and technology resources required to complete the project.

Are you requesting or do you have support for this project from any other departments or units? If so, from whom and how much are you requesting or receiving from each?

Identify, analyze, and prioritize project risks. Describe the plan to control and monitor risk.

Identify Information Technology (IT) security concerns or risks. IT includes computers, servers and network equipment and includes sensitive and private information stored on IT equipment. Describe the plan to resolve all security issues. Document the Director of IT Security's approval of plans to resolve IT security issues.

Describe indicators of success (e.g., how will you evaluate progress toward project goal as defined in your proposal.)

List the stakeholders and customers for the Project. (e.g. Academic Departments, Events Management, Facilities Planning, Fiscal Services, Human Resources, Physical Plant, Space Management, University Services, ITU etc.)

List the units to be represented on the Project Team. (Inclusion of a unit indicates agreement to participate by that unit.)

Identify the Project Manager II.

SIGNATURES

_____

Project Manager I   Date

_____

Project Manager II   Date

_____

Project Sponsor   Date

Executive Council Action:

_____

_____

                                                               Date