**IT Planning Policy P1360 - Project Summary**

**Agency:**  Enter Agency Name

**Project Name:**  Enter Project Name

**Date Submitted:** Enter Date Submitted

# [Project Summary](#MgtSum" \o "Provide a summary of the project in this section, including the problem, solution and benefits (do not exceed the space allocated below).)

Provide a summary of the project in the section below, including the problem, solution and benefits and a description of what aspect of the Strategic IT Plan is supported by the project.

|  |
| --- |
|  |

# Supporting [Project Information](#_Toc359393042)

Based on research to date, please complete the supporting information below.

|  |  |
| --- | --- |
| High-level estimate or range of costs to implement the project: | $ Estimate Amount |
| Anticipated Start Date | Start Date |
| Anticipated End Date | End Date |

# Project Approvals

Provide the following Business Unit (BU) signatures and contact information.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact | Printed Name | Signature | Email and Phone |
| BU Submitter | Enter Submitter Name |  | Enter Email  Enter Phone Number |
| BU Chief Information Officer (CIO): | Enter CIO Name |  | Enter Email  Enter Phone Number |
| BU Chief Executive Officer or Director: | Enter CEO Name | Enter Phone Number | Enter Email |