

# Project Intake Form

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## Project Ownership

*Project Name:*

*Project Owner:*

*Project Owner's E-mail Address:*

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## Project Description

*Please briefly describe the business case behind this project.*

*Please briefly describe how the project meets the goals of the business case:*

## Project Attributes

*Is this a new project or a modification to an existing project?*

New project - Launching a new project

Change project - Modifying an existing project

*What is the estimated impact of this project on the organization's bottom-line performance (includes both revenue growth and cost reduction)?*

**See next page for impact value levels.**

Negligible

Moderate

Large

Very Significant

*Project Impact Value Levels (includes both revenue growth and cost reduction):*

Negligible =

Moderate =

Large =

Very Significant =