

Project Form

Sponsor: *(name, title, agency)*

Project Title:

Project Point of Contact: *(name, title, department, email, phone)*

Location of Project:

Brief Description of the Project Goal:

Description of Project Deliverables:

Timeline and Work Plan

*How long will the project last? What meetings will be held, where, how often and how long?
Can the team work virtually?*

Team Knowledge and Skills:

What competencies or skills do team members need to complete the project?