

**Clemson Computing and Information Technology
NST/AV Project Proposal Form**

Project Sponsor or Project Requester, Please Complete Sections A and B and Email to PMO-L@lists.clemson.edu
(refer to Section C for explanation of terms)

Type of Project (Hold down 'Shift" key to select more than one item)			
Project Title			
Project Sponsor (Name, department, phone number, and email address)		Facilities Project Manager (if different from Project Sponsor)	
Building Name or Location		Room Number	
Scope of Work (please attach applicable project drawings if available)			
Project Start Date (required)		Project Completion Date (required)	
Anticipated Move-in Date (if applicable)		Account or Project Number (required)	
Estimated Total Project Cost			

Section B - Supplemental Information - Please Include Additional Information Not Previously Captured

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Section C - Explanation of Terms

Term	Explanation
Project Sponsor	The person who provides support for the project and is accountable for ensuring the success of the project. The sponsor is responsible for meeting regularly with the project manager, reviewing and approving the project charter, securing financial resources, and ensuring resources from cross-functional teams are provided.
Project Scope	The scope provides a detailed description of the project to include an explanation of the underlying need for the project and a description of the business objective(s) the sponsor will gain by completing the project.