



City of Albuquerque Information Technology Services Division Project Management

Step 1 - Project Concept Authorization

Document Purpose

This document authorizes a preliminary investigation and report of a proposed project (Step 2 – Project Concept Report). When signed by the CIO, the Director of the business unit requesting the investigation and the Project Initiator, this Project Concept Authorization permits the use of resources necessary to this investigation.

The Project Concept Report will provide sufficient detail to the project sponsor to authorize or decline to authorize Step 3 – Project Alternative Analysis. Please see the IT Project Management Overview for more information on the different steps in managing an IT project.

This document does not authorize any activity beyond the Project Concept Report.

Project Information

Project Requested by:	
Department/Division:	
Help Desk Ticket #:	
Project Title:	
Project Summary (<i>c. 150 words</i>)	

Expected start date for Project Concept Report: _____

Expected delivery date for Project Concept Report: _____

Project Analyst assigned: _____

Agreement

Authorization is granted to complete and present a Project Concept Report for the proposed project. This report will require the following information:

- What are the problems with the existing process/system?
- What are the vision and goals for the project?
- What level of change is the sponsor willing to accept? How prepared is the organization and stakeholders to undergo these changes? What assistance will be required?

We, the undersigned, pledge the resources to perform the analysis outlined above during the times listed above. The output of this analysis is a Project Concept Report.

IT Services
Manager

Date

Project Initiator

Date

Department Director

Date