

# PROJECT REQUEST FORM

Project Title: \_\_\_\_\_

Requestor Information:

**Full Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Project Description:

Business Justification:

Project Objectives:

Scope of Work:

**Clause 1 – Purpose of Request**

The Requestor submits this Project Request Form to formally initiate the project evaluation process and to request necessary approvals for the project described herein.

**Clause 2 – Responsibilities**

The Requestor shall provide accurate and complete information to facilitate evaluation. Approvers shall review the request in good faith and provide timely decisions.

**Clause 3 – Confidentiality**

All information contained in this Project Request Form is confidential and shall be used only for the purposes of project evaluation and approval.

**Clause 4 – Compliance**

This request and any subsequent project shall comply with all applicable laws, regulations, and organizational policies of the United States and the governing organization.

**Clause 5 – Amendments**

Any changes to the scope, budget, or schedule must be submitted in writing and approved by the appropriate authority prior to implementation.

**Clause 6 – Acceptance**

By approving this Project Request Form, the Approver acknowledges that the information is true and accurate to the best of their knowledge and agrees to the terms and conditions outlined herein.

**Clause 7 – Liability**

Neither the Requestor nor the Approvers shall be liable for any incidental or consequential damages arising from the project request or approvals, except where prohibited by law.

**Clause 8 – Severability**

If any provision of this Agreement is found unenforceable, the remainder shall continue in full force and effect.

**Clause 9 – Entire Agreement**

This form constitutes the entire agreement between the Requestor and Approver with respect to the project request and supersedes all prior discussions, agreements, or understandings.

**Clause 10 – Governing Law**

This Project Request Form shall be governed by and construed in accordance with the laws of the United States of America, without regard to conflict of law principles.

**REQUESTOR'S SIGNATURE**

**APPROVER'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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