

# PMO PROJECT INTAKE FORM TEMPLATE

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Thank you for inquiring about project management services. Please provide the project information below to help us determine what PMO resources your project requires. After reviewing your project details, a member of the PMO will contact you.

**NAME**

**PROJECT SPONSOR**

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**PROJECT NAME**

**PROJECT OWNER**

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**PROJECT DESCRIPTION**

*What is the business case behind this project?*

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*What are the key project goals?*

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**TARGET START DATE**

**TARGET END DATE**

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**REQUIRED RESOURCES**

*Please list all the resources/efforts you require to complete this*

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**ESTIMATED BUDGET**

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**ADDITIONAL DETAILS**

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## **DISCLAIMER**

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