**[](https://www.smartsheet.com/try-it?trp=11354&utm_source=integrated+content&utm_campaign=/content/project-intake-templates&utm_medium=PMO+Project+Intake+Form+doc+11354&lpa=PMO+Project+Intake+Form+doc+11354&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PMO PROJECT INTAKE FORM TEMPLATE**

|  |  |
| --- | --- |
| 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** |
|  |  |
| **PROJECT NAME** | **PROJECT OWNER** |
|  |  |
| **PROJECT DESCRIPTION** | |
| *What is the business case behind this project?* | |
|  | |
| *What are the key project goals?* | |
|  | |
| **TARGET START DATE** | **TARGET END DATE** |
|  |  |
| **REQUIRED RESOURCES** | |
| *Please list all the resources/efforts you require to complete this project.* | |
|  | |
| **ESTIMATED BUDGET** | |
|  | |
| **ADDITIONAL DETAILS** | |
|  | |

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