**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** |
|   |   |
| **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** |
|   |

**DISCLAIMER**

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