

Section 4 – Team Stakeholder Identification

Please describe who will be the business owner of this project. Also provide a list of key stakeholders. Stakeholders are defined as individuals, groups, or organizations that are actively involved in the project, are affected by its outcome, or can influence its outcome.

Section 5 – Identified Assumptions, Risks, Issues and Constraints

Please describe any assumptions, risks, issues or constraints that the BRE should be aware of as they review this project request.

Section 6 – Requested Services

Please check all boxes for the types of services/resources you anticipate needing for this project.

	1. Project Management – oversee the effort of the implementation to ensure the team remains on schedule, within budget and realizes your goals and outcomes specified above
	2. Space Services
	3. Lease Services
	4. Information Technology (Audio, Visual, networking, etc.)
	5. Telecommunications (phones, etc.)
	6. Security (badge access, cameras, etc.)
	7. Floor Plans (changes to existing, creating new, review, etc.)
	8. Surplus Equipment
	9. Furniture Planning (layout, selection, etc.)
	10. Move Planning (coordinating all vendors, etc.)
	11. Environmental Assessment (asbestos, mold, etc.)

Section 7 – Supporting Documents

Please describe and attach to email any available supporting documentation to assist the BRE in understanding this request and any efforts completed thus far (examples: floor plans, concept drawing, etc.).

PLEASE INCLUDE ORGANIZATIONAL CHART

Section 8 (BRE Only) – Approved Scope of Work

Approval needed from Bureau Director (or equivalent) to confirm leadership has reviewed this request and supports the proposed project.

Bureau Director Approval: _____
(Type Name)

Date Reviewed: _____
(MM/DD/YYYY)