**APPROVAL TO PROCEED**

Throughout the project lifecycle there may be decisions to be made that will impact the direction of the project or its ability to move forward. The “Approval to Proceed” is an optional tool used to document these decision points such as potential shift in scope, design decision, or go/no-go, to name a few and their approval to proceed to the next step during any phase of the project. This document may be repeated as many times as necessary for a particular project. Note, if documenting the approval of a specific project deliverable, use the “Acceptance of Deliverables” template rather than this one.

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| **KEY PROJECT INFORMATION** |
| *This table should be completed by ITS PPMO POC or the Project Manager, as it provides general information about the project.* |
| **PROJECT NAME** |  |
| **SPONSOR NAME** |  | **ITS OWNER NAME** |  |
| **SPONSOR ORG** |  | **ITS PROJECT MANAGER** |  |
| **SPONSOR POC** |  | **SPONSOR PROJECT MANAGER** |  |
| **IMPACT GROUP** | <Faculty / Staff / Students> | **IMPACT SCOPE** | <All / High / Medium / Low / None> |
| **AUDIT TASK NUMBER(S)** | <List all audit task number(s) associated with this project or enter ‘N/A’> |
| **ITS SERVICE TICKET(S)** | <List all related ITS PPMO, ITS Communications, and ITS ASRB service tickets here or enter ‘N/A’> |
| **DOCUMENT AUTHOR** |  | **DOCUMENT DATE** | <MM/DD/YYYY> |

| **NOTE TO ALL USERS** |
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| Helper-text in white table cells bound by “< >” are designed to help the user with content. Once the user starts typing, the helper texts will automatically be written over and removed.Texts in table cells shaded gray are fixed and shouldn’t be edited.If you have any questions about this template or the IT Project Management Lifecycle, please contact the ITS Portfolio and Project Management Office at pmo@gmu.edu. |

| **ACTIONS COMPLETED** |
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| *Describe the decision(s) requested or approval being sought so that the project may move forward as well as the impact of that decision.*  |
|  |

| **NEXT STEPS / ACTIONS** |
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| *Provide next steps or actions that will be required following this approval. Include any future checkpoints that may require an approval to proceed.* |
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| **APPROVAL TO PROCEED** |
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| **ROLE** | **NAME & ORGANIZATION** | **SIGNATURE** | **DATE** |
| --- | --- | --- | --- |
| **Sponsor Information Required:** |  |  | <MM/DD/YYYY> |
| **ITS Owner:** |  |  | <MM/DD/YYYY> |
| **Org/Partner/Stakeholder 1:** |  |  | <MM/DD/YYYY> |
| **Org/Partner/Stakeholder 2:** |  |  | <MM/DD/YYYY> |
| **Sponsor Project Manager:** |  |  | <MM/DD/YYYY> |
| **ITS Project Manager:** |  |  | <MM/DD/YYYY> |

| **NOTES** |
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| *Notes, Contingencies, Comments* |
|  |

Once this document is completed and signatures have been acquired, submit this Approval to Proceed document to the PMO. Email approvals are accepted in place of a signature but must be appended to the end of this document.

*Next: Closeout or Optional Step(s) as needed*