**APPROVAL TO OPERATE**

This optional tool documents approval to deploy one or more project deliverables into operations. This formally documents the transition of maintenance or repair responsibility to the operations team.

|  |
| --- |
| **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** |
| --- |
| 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. |

| **DELIVERABLES MOVING TO OPERATIONS** |
| --- |
| *From the Project Plan - Ensure any required communications or security deliverables are complete as part of transition to operations.* |

| **DELIVERABLE NAME/OVERVIEW** | **NAME / ORGANIZATION RESPONSIBLE** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

| **ALL DELIVERABLES PREVIOUSLY TRANSITIONED INTO OPERATIONS** |
| --- |
| *Used as reference for the project approver.* |

| **DELIVERABLE** |
| --- |
|  |
|  |
|  |
|  |
|  |

| **APPROVALS** |
| --- |

| **ROLE** | **NAME & ORGANIZATION** | **SIGNATURE** | **DATE** |
| --- | --- | --- | --- |
| **Sponsor Information Required:** |  |  | <MM/DD/YYYY> |
| **ITS Owner:** |  |  | <MM/DD/YYYY> |
| **Operational Owner 1:** |  |  | <MM/DD/YYYY> |
| **Operational Owner 2:** |  |  | <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** |
| --- |
| *Notes, Contingencies, Comments* |
|  |

Once this document is completed, and signatures have been acquired, submit this Approval to Operate 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 Document*