



Project Request Form

* Requested By		Date	
* Requestor's email address		* Requestor's Phone #	
* Project Name			
* PRIA Board Sponsor			
* Committee Responsible			
* Project Chairs			

***Project Narrative/Background** (Provide a complete description of the project you are requesting, including the background as to why this project is needed. Also include here the justification for specific time frames for implementation, if applicable.)

***Project Objectives/Outcomes:** (Provide qualitative justification/benefit. Include the expected project outcome of this effort, the desired end result. Be specific and action oriented. Knowing specifics around what we are trying to accomplish will help in identifying needed changes. Identify benefits as they relate to the land records industry.)

***Project Support** (At a high level: what equipment, time, materials, participation from other groups, etc., do you expect to need? Who needs to be represented on the project team? List skill set needs.)

Stakeholders (Key individuals/industry representatives/industry segments with a vested interest in the outcome of this project and how each would benefit from the project)

Known Issues/Constraints (Describe all identified issues/constraints/risks associated with the project. Consider resource needs, funding factors, sponsorship, coordination with other industry segments, etc.)

Industry View (Are you aware of a similar project this underway/proposed? Who? Where?)

Strategic Alignment (Why do you think this project would be a strategic fit for PRIA?)

Financial/Resource Information:

Categories	Impact
* PRIA Resources needed	# of Hours needed
Committee Chair	
Committee Co-Chair	
Committee Member 1	
Committee Member 2	
Committee Member 3	
Committee Member 4	
Committee Member 5	
* Expenses to complete the project:	\$ needed
Supplies	
Conference calls	
Travel	
Meeting space	
Project coordinator	
Other	
* Potential Revenues:	\$ income
* Financial Support Opportunities/Commitments:	\$ support

Items marked with * are required

Note: Information rows wrap text and expand. Please be as precise as possible when completing the form. While additional documents/pages may be added, the form should serve as a summary.

Project approval process notes:

1. Seek a member of the PRIA Board to be your project sponsor
2. Complete this project request form
3. Submit the completed form to the PRIA Treasurer
4. PRIA Treasurer will schedule project review session, if applicable
5. Submit request to PRIA Board for approval

Allow 60 days from time of submission to project approval confirmation.