



DOCUMENT #	0300-0365-005-D
REVISION #	1.0
TITLE	PROJECT DECISION MEMO FORM
EFFECTIVE DATE	02/23/15

## 1.0 Project Information

Instructions: [0300-0365-005-C PROJECT DECISION MEMO](#)

Agency:	
Project Name:	
Project Manager:	
Project Assessment Type:	High
Decision Point:	Business Case
Recommendation:	Approve
TCO:	
Project Cost:	
O&M:	

## 2.0 Project Summary

<b>2.1 Executive Summary</b>

<b>2.2 Implementation Schedule</b>
Start of Implementation:
End of Implementation:

<b>2.3 Key Risks/Issues</b>	
Key Risk/Issue	Mitigation

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### 3.0 Decision Point Review and Approval

<b>Reviewer</b>	<b>Name</b>	<b>Recommendation</b>	<b>Comments</b>	<b>Date/Time (MM/DD/YYYY) HH:MM:SS</b>
EPMO		Initiator - NA		
Solution Architect (if required)		<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur		
Enterprise Security and Risk Management Officer (if required)		<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur		
OSBM (if required)		<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur		
OSC (if required)		<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur		
Additional (list)		<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur		
<b>Approver</b>	<b>Name</b>	<b>Approval</b>	<b>Comments</b>	<b>Date/Time (MM/DD/YYYY) HH:MM:SS</b>
SCIO or DSCIO		<input type="checkbox"/> Yes <input type="checkbox"/> No		

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