## Idea Statement

### Template

#### Project General Information[[1]](#footnote-1)

|  |  |
| --- | --- |
| Project Title |  |
| Project Number |  | Assigned Date |  |
| Idea Generator[[2]](#footnote-2) |  | Organizational Unit |  |
| Project Manager |  | Project Sponsor |  |
| Part of a Program?[[3]](#footnote-3) |  | Program Title |  |
| Document Date |  | Document Version |  |

#### Background Information

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#### Idea Statement Sections

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| **Project Description** |
| **Project Justification** |
| **Strategic Alignment** |

1. This general information could repeat for every template but we did not include the repetitive section. [↑](#footnote-ref-1)
2. Or Idea Owner. [↑](#footnote-ref-2)
3. To indicate whether this project is part of a program or not. [↑](#footnote-ref-3)