



**Project Manager** (Enter the name and Saint Mary's email account name of the person who will be responsible for project coordination, administration, schedule, structure, designs and deliverables, and to oversee the review of the outcomes for strategic initiative assessment.)

**Name**  
**Email**

**Project Team** (Enter an itemization of the Saint Mary's community members who will plan, design, schedule, install, implement and test project deliverables. Functions will include Administrator, Subject Matter expert, Technician, etc.)

Team Member Name	Email	Function

**Project Stages – Work Breakdown Structure** (Enter a project outline, indicating the project stages (at minimum: Launch, Specification, Procurement, Install/Configure, Quality Assurance, Implementation) and an estimate of effort for each stage in person hours.)

Stage	Effort

**Project Cost Itemization** (Enter an itemization of funding source and cost to accompany a description of all project expenses that will require funding from College budget)