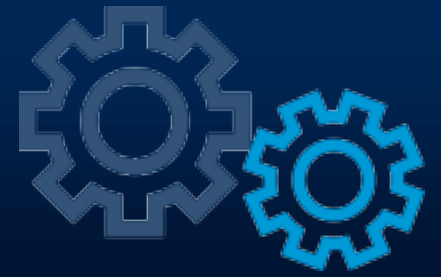


Executing on the HR Strategic Promise

Project Intake Form



Project Intake Form



Project Ownership	
Project Name	<Project Name>
Business Owner	<Owner>
Time Frame	<Length of time frame>
Business Impact	
Please briefly describe the business impact of the problem you are trying to solve or questions you are trying to answer.	
<2-3 sentence description highlighting what the project's aim is and its expected impact on the business>	
Project Criticality	
How critical is this project to business/HR strategy, objectives and/or results?	
<Level of criticality along with reason why>	
Scope of Information/Resources Required	
1. What projects, if any, have already been done related to this challenge?	
<Description of prior work done related to this problem>	
2. What other contextual information is available related to this project?	
<Description of any data or other useful background information>	
3. What is the expected level of data analysis and/or resources required? What would the anticipated scope and steps of the project be?	
<Description of the kinds of data analysis and/or resources required>	



Project Intake Form

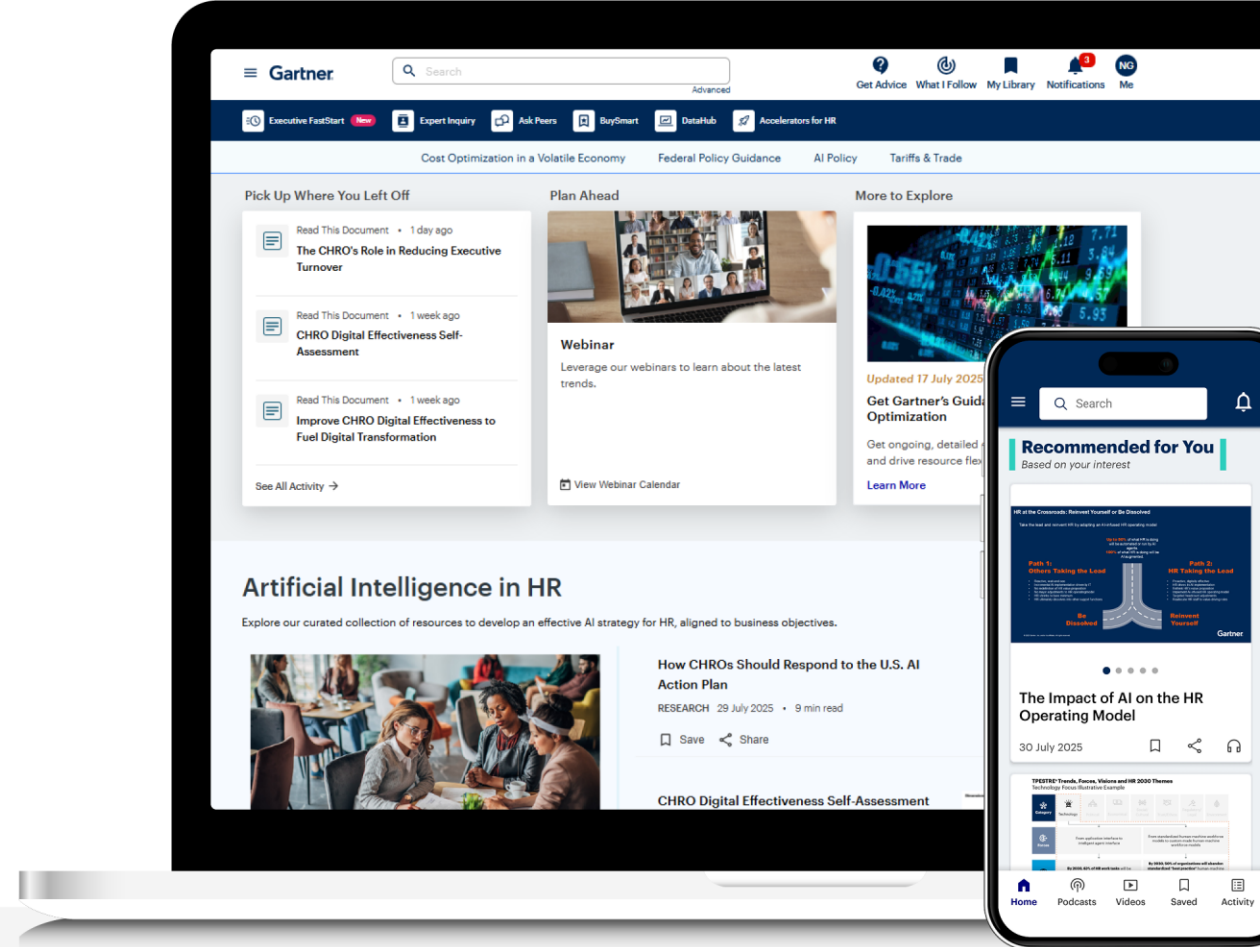


Project Ownership	
Project Name	
Business Owner	
Time Frame	
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How critical is this project to business/HR strategy, objectives and/or results?	
Scope of Information/Resources Required	
1. What projects, if any, have already been done related to this challenge?	
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3. What is the expected level of data analysis and/or resources required? What would the anticipated scope and steps of the project be?	

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