

Project Identification Section

Project Title:

Project ID / Reference Number:

Department / Division:

Project Sponsor(s):

Prepared By:

Date of Submission:

Project Location(s):

Project Type:

Estimated Start Date:

Estimated Completion Date:

Brief Project Description:

Important Notes:

- This section should be completed at the initiation of every proposed capital project.
- All entries should be clear, concise, and reviewed for accuracy.
- Project identification helps track, prioritize, and justify investments in capital budgeting.
- Ensure approval and date fields are validated by the appropriate authorities.
- Update project details if scope or schedule changes during the planning process.