

PROJECT STAFFING REQUEST

Date:

To:

From:

Subject: Resource Assignments

Based on the charter and the preliminary plans for this project, we have projected the need for the following resources from your organization. Please confirm that these people or their role equivalents will be available to support the project. If you have any questions, please phone me at (xxx) xxx-xxxx.

PERSON	POSITION	DATES REQUIRED	APPROX. HOURS

I agree to the assignment of the above individuals.

Signature of Support Organization Manager