

# Caltech PROJECT PLANNING FORM

The purpose of this Project Planning Form is to help CIT Divisions and EH&S in the planning and budgeting of Lab Clean-outs for Biologicals, Chemicals, and/or Radioactive materials and of Lab Decontamination in order to simplify the intake workflow, add structure to the work request process, ensure waste storage and processing availability, confirm appropriate reviews are in place and final scope disposition are documented.

DIVISION / DEPARTMENT	PROJECT LOCATION (Buildings/Rooms)	PROJECT CONTACTS NAME / PHONE / EMAIL
PROJECT NAME	PROJECT SCOPE STATEMENT: HIGH LEVEL GOALS	DATE SUBMITTED

## PROJECT SCHEDULING:

DESIRED PROJECT START DATE	FY23	FY24	FY25	OTHER (See Additional Info)
DESIRED PROJECT END DATE	FY23	FY24	FY25	OTHER (See Additional Info)
ADDITIONAL INFORMATION				

## PROJECT CONTACTS:

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED	FUNDED / FUNDING REQUIRED
EH&S REVIEWING PARTY	COMMENTS	DATE RECEIVED	DISPOSITION

CHECK IF PROVIDING ADDITIONAL PAGES, PHOTOS, ETC.