

# Project Intake Form — Google Docs Guide

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*Standardise how new projects are submitted and evaluated*

Instructions for the Praxiox Project Intake Form in Google Docs. Six structured sections capture everything your PMO needs to evaluate, prioritise, and approve new project requests.

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## What's included

- 6 structured sections with helper notes
- Requester information and exec sponsor capture
- Business case and measurable objectives
- Timeline, budget, and resource estimation
- Risk and dependency identification
- PMO evaluation section for scoring and decision

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## How to use it

- 1 Share the Google Docs link with requesters in your organisation
- 2 Each requester makes their own copy and completes all sections
- 3 PMO reviews completed forms on a defined cadence
- 4 Score each request against your prioritisation criteria
- 5 Record the decision (Approved / Deferred / Rejected)
- 6 Approved requests get a PM assigned and move to charter stage

**Approved requests become live Praxiox projects. Intake, charter, and delivery in one connected workflow.**

visit [praxiox.com](https://praxiox.com) to turn this template into a live Praxiox project.

