|  |  |  |  |
| --- | --- | --- | --- |
| **Version Control** | | | |
| **Version** | **Date** | **Author** | **Change Description** |
|  |  |  |  |
|  |  |  |  |

# Document purpose

Authorize the beginning of the project, assign primary responsibility and clearly describe the initial requirements, major deliveries, assumptions and constraints of the project.

# Current situation and background of the project

[Past, where you are. Describe the current situation and what motivated the realization of the project.]

# SMART goals and project success criteria

[Future, where you are going. Describe the expected benefits detailing clearly SMART objectives and related success criteria.

SMART: Specific: Measurable: Assignable: Realistic, Time-related]

# Products and main requirements

[Describe product requirements to be met.]

# Milestones

[List the major milestones of the project. Marks are the most important moments of the project, when it completes the phases or major deliveries.]

|  |  |
| --- | --- |
| Milestones | Forecast |
|  |  |
|  |  |

# The project team

[Set names, responsibilities and level of authority]

[See document of [Stakeholder Register](http://www.microsofttranslator.com/bv.aspx?from=pt&to=en&a=http%3A%2F%2Fescritoriodeprojetos.com.br%2FSharedFiles%2FDownload.aspx%3Fpageid%3D18%26mid%3D24%26fileid%3D31) in annex or fill in the table below

|  |  |  |
| --- | --- | --- |
| **Company** | **Participant** | **Function** |
|  |  |  |

]

# Premises

[List assumptions of the project, namely, factors considered true without evidence for planning purposes. Ex.: availability of 50% of the client's time during the tests]

# Constraints

[Related project constraints, i.e. limitation applicable to a project, which will affect its performance. Real limitations: budget, allocation of resources, time, Ex.: budget of $ 1,500,000 .00]

# Risks

[Describe the main project risks.]

# Project budget

[Budget or cash flow with major financial inputs and outputs of the project with the net present value calculated.]

|  |  |  |
| --- | --- | --- |
| Approvals | | |
| Participant | Signature | Date |
| Project Sponsor |  |  |
| Project Manager |  |  |