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| Project Name |  | Project Sponsor |  |
| Strategic Fit |  | Project Manager |  |
| Date Raised |  | Lead Function |  |

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| Background  Provide background information that includes the reasons for creating the project and mentions the key stakeholders who will benefit from the project result. |  |

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| Objectives  Describe the project goals and link each of them with related, SMART project objectives |  |

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| Scope  Provide a high-level description of the features and functions that characterise the product, service, or result the project is meant to deliver. | Within Scope |  |
| Outside Scope |  |

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| Constraints  Identify the specific constraints or restrictions that limit or place conditions on the project, especially those associated with project scope. |  |

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| Assumptions  Specify all factors that are, for planning purposes, considered to be true. During the planning process these assumptions will be validated. |  |

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| Risks  Outline the risks identified at the start of the project. Include a quick assessment of the significance of each risk and how to address them. |  |

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| Deliverables  Define the key deliverables that the project is required to produce in order to achieve the stated objectives. |  |

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| Project Resources  People and their time, plus non-people resource e.g. systems, plant capacity etc. |  |  |
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| Project Approval | | |
| **Name** | **Role/Job Title** | **Signature/Date** |
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