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Project Title:

Project Sponsor: Project Manager:

Project Purpose or Justification:

Date Prepared: Project Customer:

Project Description:

High-Level Requirements:

High-Level Risks:

|  |  |  |
| --- | --- | --- |
| Project Objectives | Success Criteria | Person Approving |

Scope:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Time:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Cost:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Other:

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |
| --- | --- |
| Summary Milestones | Due Date |
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|  |  |
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|  |  |
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|  |  |

Estimated Budget:

|  |  |
| --- | --- |
| Stakeholder(s) | Role |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Project Manager Authority Level

Staffing Decisions:

Budget Management and Variance:

Technical Decisions:

Conflict Resolution:

Approvals:

Project Manager Signature Sponsor or Originator Signature

Project Manager Name Sponsor or Originator Name

Date Date