**Project Plan Change Summary Template**

*This* ***OPTIONAL*** *template aims to make updates about project risks, issues or opportunities easier to organize for the team and stakeholders. Use this template to help prepare for the conversation and make the conversation more efficient.*

| **Project Name** | *Name of Project* |
| --- | --- |
| **Discussion Owner** | *Who's taking the lead on this discussion from the team?* |
| **Discussion Type** | *Risk*  *Opportunity* |
| **Teams Involved** | *List stakeholders and other teams involved* |
| **Expected Outcome** | *What are you looking for from this discussion? For example:*  *Other resources*  *Priority call*  *Technical help*  *Schedule change awareness/approval*  *Open discussion with stakeholders* |
| **Target Date for Discussion** | *When is this discussion happening? (most likely dedicated meeting but could be just an email thread)* |
| **Impacted Milestones/Goals** | *Which milestones are involved in the discussion? If possible reference the items from the project plan and use the same wording to help reviewers connect the dots* |
| **Short Description** | *Provide a short description of the situation. Are differences to the plan of record being proposed? If so, what is the basic change?* |
| **In-depth Proposal** | *Proposed trade-offs with current plan* |
| **Background information** | *Describe which events or information drove this discussion request* |