1. Project Title

A clear and concise name for your project.

Example: "Website Redesign Project"

☐ 2.Project Objectives

What are the main goals? Use SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).

Example:

- Launch a new company website within 3 months.
- Increase website load speed by 40%.
- Improve mobile usability rating to 90%.

☐ 3.Scope of Work

Define what is included and what is NOT included.

Included:

- New homepage design
- Responsive layout
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