Template (project)

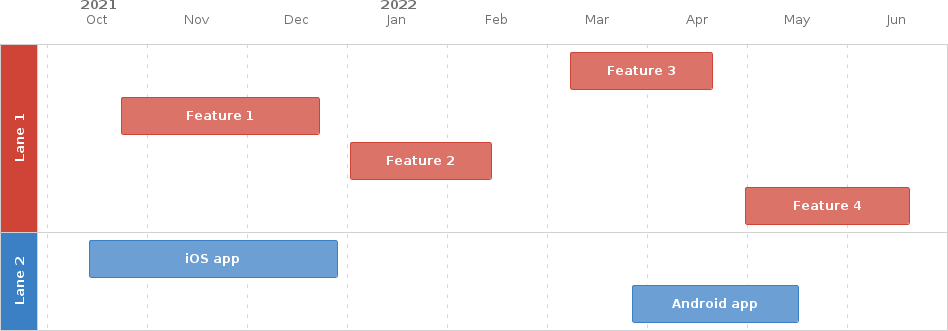
|  |  |
| --- | --- |
| **Driver** |  |
| **Approver** |  |
| **Contributors** |  |
| **Informed** |  |
| **Objective** |  |
| **Due date** |  |
| **Key outcomes** |  |
| **Status** | **NOT STARTED** / **IN PROGRESS** / **COMPLETE** |

 Problem Statement

 Scope

|  |  |
| --- | --- |
| **Must have:** |  |
| **Nice to have:** |  |
| **Not in scope:** |  |

 Timeline



 Milestones and deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Owner** | **Deadline** | **Status** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 Reference materials