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| **PROJECT OVERVIEW STATEMENT** | **Project Name:** | | **Student Name:** | |
| **Problem/Opportunity:** | | | | |
| The first part of the POS is a statement of the problem or opportunity that the project addresses. This statement is fact—it does not need to be defined or defended. This is critical because it provides a basis for the rest of the document. – *This is your research question.* | | | | |
| **Goal:** | | | | |
| The second section of the POS states the goal of the project—what you intend to do to address the problem or opportunity identified in the problem/opportunity section. A project has one goal. The goal gives purpose and direction to the project. It defines the final deliverable or outcome of the project so that everyone understands what is to be accomplished in clear terms. Your goal should be SMART.  **Specific**. Be specific in targeting an objective.  **Measurable**. Establish a measurable indicator(s) of progress.  **Assignable**. Make the object assignable to one person for completion.  **Realistic**. State what can realistically be done with available resources.  **Time-related**. State when the objective can be achieved—that is, duration. | | | | |
| **Objectives:** | | | | |
| * The third section of the POS is the project objectives. Think of objective statements as a more detailed version of the goal statements. * The purpose of objective statements is to clarify the exact boundaries of the goal statement and define the boundaries or the scope of your project. * In fact, the objective statements you write for a specific goal statement are nothing more than a decomposition of the goal statement into a set of necessary and sufficient objective statements. * That is, every objective must be accomplished in order to reach the goal, and no objective is superfluous.   An objective statement should contain four parts:   * An outcome. A statement of what is to be accomplished * A time frame. The expected completion date * A measure. Metrics that will measure success * An action. How the objective will be met | | | | |
| **Success Criteria:** | | | | |
| The fourth section of the POS answers the question, "What must happen for us and the customer to say the project was a success?” Describe what indicators will show the project is successful, such as a specific completion date or skills that will be effectively demonstrated. | | | | |
| **Assumptions, Risks, Obstacles:** | | | | |
| The fifth section of the POS identifies any factors that can affect the outcome of the project. These factors can affect deliverables, the realization of the success criteria, the ability to complete the project as planned, or any other conditions that are relevant to the project. You want to record anything that can go wrong. Explain any foreseeable issues that could cause the project to fail or be delayed. | | | | |
| **Prepared By** | **Date** | **Approved By** | | **Date** |
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