**Project Name:**

**Project Period:**

**Sponsor(s) or Client:**

**Organisation:**

**Project Supervisor:** 

|  |  |
| --- | --- |
| **Background:**  *The context for this project* |  |
| **Aim**  *Purpose of the project.* |  |
| **Objectives (SMART):**  *Goals of the project.* |  |
| **Success Criteria:**  *What does success look like for the sponsor and how can it be measured.* |  |
| **Deliverables**  *List the outputs that will be produced as part of the project including the final product or service.* |  |
| **Scope**  *The work that needs to be accomplished in order to deliver/complete the project.* |  |
| **Out Scope**  *Work you are not required to deliver as part of your project* |  |
| **Milestones**  *Key checkpoints with the client e.g. client deployment, approval deadlines* |  |
| **Human Resources:**  *Are there other specialist staff or subject matter experts that will participate?* |  |
| **Other Resources:**  *Are there other resources to be utilized in the project? Data? Equipment?* |  |
| **Reporting/ Meeting Frequency:**  *With what regularity will the team meet with the client* *and report to the client.* |  |