

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date | Reason for changes | Version |
| <Person’s Name, not “Company X”. Multiple people are okay if they all worked on this version> |  |  |  |
|  |  |  |  |

## 

## 1. Business purpose of the project

## 

## 2. The goal of the project

## <What is the team going to be doing? What is the end goal of the project?>

## 3. Requirements and results of delivery

## 

## 4. Limitations and assumptions

## 

## 5. The key events and milestones

## <When is the project going to happen? When are the deadlines? When do the milestones need to be met?>

## 6. Approximate project's budget

## 7. Key stakeholders

<Who is going to be involved? Who are the team members going to be? What are their roles going to be?>

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Company | [Responsibility](https://context.reverso.net/%D0%BF%D0%B5%D1%80%D0%B5%D0%B2%D0%BE%D0%B4/%D0%B0%D0%BD%D0%B3%D0%BB%D0%B8%D0%B9%D1%81%D0%BA%D0%B8%D0%B9-%D1%80%D1%83%D1%81%D1%81%D0%BA%D0%B8%D0%B9/responsibility) |
|  |  |  |  |