**Project Name**

**Project Description**  
*What is the purpose of the project? Define the business need.*   
 **Project Objective & Deliverables**  
*What is the purpose of the project? Define the business need*. *Make sure objectives are specific, measurable, attainable, reasonable, and timely (SMART)*

* Deliverable 1
* Deliverable 2
* Deliverable 3



**Scope Requirements & Constraints**   
*What will the project deliver? What will the project exclude and why? What is the result after deliverables are met?*

**Key Stakeholders** 

|  |  |
| --- | --- |
| Customer or Client |  |
| Project Sponsor |  |
| Project Manager |  |
| Project team members |  |

**Project Milestones**

|  |  |  |
| --- | --- | --- |
|  | Description | Date 00/00/0000 |
| Project Start |  |  |
| Milestone 1 |  |  |
| Milestone 2 |  |  |
| Milestone 3 |  |  |
| Project Completion |  |  |

**Project Budget or Cost Benefit Analysis**   
*What are the project rough estimates? If you have information on return on investment, include in this section.*

**Project Risks** 

|  |  |
| --- | --- |
| Project Risks | **Identify any potential risks of this project** |
| Risk #1 | *Identify any potential risks of this project?* |
| Risk #2 |  |

**Approval Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Customer or Client |  | Project Manager |  | Project Sponsor |