**[](http://bit.ly/2SKhZgw)SOFTWARE PROJECT INITIATION TEMPLATE**

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | | PROJECT ID |
|  | |  |
| PROJECT MANAGER | PROJECT EXECUTIVE | DATE |
|  |  |  |

WHY

|  |  |
| --- | --- |
| **PROJECT OBJECTIVES** | **PROJECT BENEFITS** |
| • Objective 1  • Objective 2  • Objective 3  • Objective 4  • Objective 5  Bullseye | • Benefit 1  • Benefit 2  • Benefit 3  • Benefit 4  • Benefit 5  Add |

WHat

|  |  |
| --- | --- |
| **IN SCOPE** | **OUT OF SCOPE** |
| • In-Scope Element 1  • In-Scope Element 2  • In-Scope Element 3  • In-Scope Element 4  • In-Scope Element 5  Research | • Out-of-Scope Element 1  • Out-of-Scope Element 2  • Out-of-Scope Element 3  • Out-of-Scope Element 4  • Out-of-Scope Element 5 |

when

**timeline**

Milestone 1

01/16

Milestone 7

02/05

Milestone 9

02/09

Milestone 3

01/22

Project Complete

02/15

Milestone 5

01/31

Milestone 4

01/27

Milestone 2

01/18

Milestone 6

02/02

Milestone 8

02/07

Milestone 10

02/11

**milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **MILESTONE** | **ASSIGNEE** | **STATUS** | **COMMENTS** |
| 01/16 | Milestone 1 |  |  |  |
| 01/18 | Milestone 2 |  |  |  |
| 01/22 | Milestone 3 |  |  |  |
| 01/27 | Milestone 4 |  |  |  |
| 01/31 | Milestone 5 |  |  |  |
| 01/28 | Milestone 6 |  |  |  |
| 02/02 | Milestone 7 |  |  |  |
| 02/05 | Milestone 8 |  |  |  |
| 02/09 | Milestone 9 |  |  |  |
| 02/11 | Milestone 10 |  |  |  |
| 02/15 | Project Complete |  |  |  |

how much

**budget**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **ESTIMATE** | **RATIONALE** |
| REVENUE | $000,000 |  |
| CAPITAL | $000,000 |  |
| **TOTAL** | **$000,000** |  |

WHO

**PROJECT ORGANIZATION**

NAME

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TITLE

NAME

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TITLE

what if

**risk register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RISK** | **RISK SEVERITY** | **RISK LIKELIHOOD** | **RISK LEVEL** | **MITIGATIONS / WARNINGS / REMEDIES** |
|  | ACCEPTABLE | IMPROBABLE | **LOW** |  |
|  | TOLERABLE | POSSIBLE | **MEDIUM** |  |
|  | UNDESIRABLE | PROBABLE | **HIGH** |  |
|  | INTOLERABLE | PROBABLE | **EXTREME** |  |
|  |  |  |  |  |
|  |  |  |  |  |
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