**Project description.**

* Describe the project and purpose in **one** sentence.

**Project Scope / Deliverables**

* What needs will the project fulfill? Which problem will be solved? Which opportunities will be taken advantage of? Which central deliverables?
* Which specific systems will be involved?
* Which specific work areas will be involved?
* Describe the type of project: necessary project, non-profit project, development project, customer/vendor project, in-house project, tender or procurement project, project with multiple organizational stakeholder etc.

**Expected returns**

* Shortly describe the returns of investment

**Critical Success Factors / Key Performance Indicators (KPI)**

* Describe the factors that are critical for the success of the project
* How to measure these factors?

**Assumptions and Prerequisites**

* Which assumptions need to be made and which present prerequisites are necessary before the project can be started?

**Budget and Finance**

* Show the overall budget available

**Risks**

* Identify all risks of the project and how to mitigate these risks

**Organisation, roles and responsibilities**

|  |  |
| --- | --- |
| **Project owner or sponsor** | <Owner name> **has started this project in order to attain** <purpose / raison d’etre>. Owner is responsible for Sponsor er ansvarlig for at tilvejebringe resurser og finansiering, samt for at kommunikere begrundelsen for netværket i <en bredere kreds>. Sponsor fokuserer på at opnå de oven for beskrevne fordele. |
| **Project Manager** | <Project Manager> has to report progress to the project owner and facilitate meetings with stakeholders within the scope and purpose of the project. |
| **Project Team** | <Project Team Participant A> has these responsibilities.  <Project Team Participant B> has these responsibilities.  <Project Team Participant C> has these responsibilities.  <Project Team Participant D> has these responsibilities. |
| **Target audience** | <Target Audience> will provide inputs and feedback to the Project Team as needed and as the project proceeds. |

**Overall Plan**

* Simple milestones, eg. in relation to project deliverables

**Reporting and Evaluation**

* Describe how results are reported and evaluated, formatively or summatively

**Communication Plan**

* Describe the requirements for communication, medium and frequency between the different stakeholders
* Describe the expectations for the level of involvement of the central stakeholders.

**Approved by Project Owner:**

Date:

<Project Owner Name >