➢ Project Title  
➢ Project Description  
➢ Problem to be solved  
➢ Software functionality being developed (identify primary functions,  
languages and compilers)  
➢ Configuration Management (order of development of primary functions)  
➢ Risk Management (initial concerns)  
➢ Schedule (planned, initial)  
➢ Engineering planned approach (agile, scrum, plan-driven, test-driven;  
architecture, design, modelling; engineering tools)  
➢ Planned Completion (Definition of Done, Licensing)  
➢ Team members and responsibilities (in alphabetical order by last name)