# [ Project Name ]

**PROJECT OVERVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Manager:** |  | **Project Sponsor:** |  |
| **Projected Start:** |  | **Projected Finish:** |  |

**Project Background:**

Details

**Project Objective:**

Details

**Success Criteria:**

Details

**PROJECT DETAILS**

**Approach:**

* Detail
* Detail
* Detail

**Project Schedule/Milestones:**

Details

**Budget Information:**

Details

**PROJECT TEAM**

**Roles and Responsibilities:**

*Insert Stakeholder Register*

**Stakeholder Comments:**

Quote - Stakeholder

Quote - Stakeholder

Quote - Stakeholder

**APPROVAL SIGNATURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| [Name], Project Sponsor |  | [Name], Project Manager |  | [Name], [Role] |
| [Name], [Role] |  | [Name], [Role] |  | [Name], [Role] |