

## Project Title (You did it twice...)

*Last updated: Date*

<b>PRODUCT NAME</b>	Enter your project title here
<b>PRODUCT OWNER</b>	Who has the main responsibility for decision making?
<b>START DATE</b>	
<b>ESTIMATED GO LIVE DATE</b>	

<b>REFERENCE MATERIAL</b>	<b>USE</b>
<b>DESIGN DOCUMENT</b>	Provides project overview
<b>PROPOSAL DOC</b>	Where potential features, conversations are documented
<b>TECHNICAL DOC</b>	Architecture and troubleshooting
<b>MEETING NOTES</b>	Any meeting notes used to track tasks/action items
<b>IDEAS</b>	Initial notes from design meeting

## Short Product Overview

### **Purpose:**

Give a quick summary of what your project is, who it is for and the purpose of the project.

### **Team Members & Responsibilities:**

A list of who is working on the project, what their roles and responsibilities are and any holidays taken during the development of the product. Members should have a backfill plan or escalation path.

**Tentative schedule:**

MILESTONE	STATUS	START DATE	DUE DATE	OWNER

**In Scope:**

Write a list of what features are able to be made in the time scale approved.

**Out of Scope:**

A list of features that won't make it into the initial schedule. This can later be referred to if there is time leftover or additional budget for extension.

**Holidays. Events, Vacations:**

TEAM MEMBER	DAYS	DATES	BACKFILL