***Instructions will be written in blue font***

**Project name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Number** | PRJ0000 | **Project Manager** | John |
| **Initiator** | Business unit that submitted the project | **Champion** | Doe |
| **Date** | Month/DD/YY | **Sponsor** | Jane |

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| **Project Description** |
| *A brief description of the project explaining what necessitated this project and what business gains this project would bring out.* |

| **High Level Project Plan** |
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| *High level ideas on how the project will be progressing during the project planning, execution, and monitoring phases. Work breakdown structure may also be discussed here at a high level, if known at this stage of the project.* |

| **In Scope** | **Out of Scope** |
| --- | --- |
| *What work is planned to be completed for this project* | *What work is definitely not part of this project* |

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| --- | --- | --- |
| **Project Objectives** | **Critical Success Factors** | |
| *Describe the goals of this project* | *What are the MUST have factors that makes the project a success* | |
| **Issues and Constraints** | | **Assumptions** |
| *Any issues or hindrances for the progress of this project?* | | *List any assumptions that have to be made for this project* |

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| **Internal Stakeholders** | | | | |
| **Stakeholders Group** | | **Represented by** | | **Interests, Expectations, Concerns** |
|  | |  | |  |
|  | |  | |  |
| **External Stakeholders** | | | | |
| **Stakeholders Group** | **Represented by** | | **Interests, Expectations, Concerns** | |
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| **Potential Gains** |
| *Expected benefits out of this project: Tangible (Financial, Savings in time, resources) and Intangible (Ease of doing work, Decreased administrative bureaucracy due to efficient new process, Increased staff morale, etc.)* |

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| **Budget** | | | |
|  | **Item** | **Cost** | **Who will bear the cost?** |
|  |  |  |  |
|  |  |  |  |
|  | **Total** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Milestones** | | | |
|  | **Milestone** | **Target Date** |
|  |  |  |
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| **Signatures** | | | |
| **Sponsor** |  | **Reviewers** |  |