**Project Name:**

**Project Objective:  *(One concise sentence describing the project’s objective)***

**Project Sponsor:**

**Project Owner:**

**Project Lead:**

**Key Deliverables:**    ***(The key product(s), result, or capability that will be delivered via the project (can be tangible or intangible, intended to be delivered to a client or stakeholder, and is NOT the same thing as a milestone)***

**Key Stakeholders:**    ***Identify key stakeholders that will benefit or be impacted by this project (e.g. Steering Committee, User group(s), or other Stakeholder group member names)***

**Potential Issues or Risks:**  ***List any known issues or risks that may affect this project***

**Benefits:** ***List benefits of the product of this project (e.g. increased efficiency, cost savings, etc.)***

**Status/Background:**                      ***Include references to any documents or related work that may exist to support or describe this project***