## Project Title

## Stakeholders

*List all stakeholders and specify their role in the project*

* Project Manager: @name
* Dev: @name
* Design: @name
* QA: @name

## Project Summary

* Summary1
* Summary2

## Scope

Outline and prioritize the project requirements

|  |  |  |
| --- | --- | --- |
| Must have | Nice to have | Out of Scope |
| 1. 2.  3. 4. | 1. 2. 3. 4. | 1. 2. 3. 4. |

## Project Timeline

## Project Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Task Name | Estimated Hours | Rate | Total Cost |
|  |  |  |  |
|  |  |  |  |

## Change log

* *Adjustments and changes to the project should be noted here*
* *Can log risks and issues here as well*

## Project Communication

### Internal Status Updates

* *Updates on progress from project manager and project team members*

### External Communication

* *Create a plan for regular communications with project stakeholders.*

## Releases

*If the project has releases outline them here*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Release Name | Value it adds | Scope | Status | Completed date |
|  |  |  | ToDo / In Progress / Blocked / Waiting for feedback / Done | June 21, 2022 |
|  |  |  |  |  |

## Project Results

* *Final reporting, reflections, tying of loose ends and formal project closure.*
* *Successes/Failures*
* *Learnings*