Project Description

Use 10pt Times New Roman font with <u>single</u> line spacing for all items. You can use additional pages as needed.

PART I.
a. General Information

Project Title:
Submitted by (insert names of team members):
Submitted to (supervisor name):
Date submitted:

b. Project Overview: *Describe the project & its purpose (300- 400 words)*

c. Deliverables: *Describe all products to be produced (200- 300 words)*

d. Requirements: *Describe the required resources e.g. hw/sw, technical knowledge and skills etc. (100- 200 words)*

PART II.
1. Risk analysis *(There is no fixed format, as it will vary depending on the nature of the project. For some general guidelines please see the file under the **Resources→Risks** link on BB)*

PART III.
1. Work Breakdown Structure (WBS) *(There is no fixed format, as it will vary depending on the nature of the project. For some general guidelines please see the file under the **Resources→ Work Breakdown Structure (WBS) link on BB)***