# Project Description

*Use 10pt Times New Roman font with* single *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)*