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| **Project Name** |  | | | **Date** |  |
| **Project Leader** |  | **Sponsor** |  | | |

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| **Project Goal(s)** | [Short and clear statement about the project goal(s)]  SMART Goal - Specific, Measurable, Attainable, Realistic & Timely |

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| **Problem**  **Scope**  **Benefits** | [What are the reasons to undertake this project? What problem will be solved by the project? / What are possible solutions? What is the expected scope? / What is not included in the scope? What are the benefits for the organization, in terms of strategy implementation, innovation, revenue, profit, synergy, saving of cost, net present value (or IRR, etc.)?] |

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| **Deliverables** | [Short description of project results]  - PCR to be executed, Idea not feasible, PCR to be postponed |

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| **Major Milestones**  **Timeline** | [Requirements / charter complete, Resource identification, RFQ / Benefit Estimation, Benefits analysis, Cost analysis, Technical feasibility, Voice of the Customer, Manufacturing implications, Prototypes, Testing, Analytic feasibility (simulation), Business case, etc.] |

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| **Assumptions** | [Availability of human resources in relevant areas of expertise, on necessary skill levels / Availability of raw materials / Availability of manufacturing capacities] |

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| **Risks**  - Actions | [What major risks do we anticipate? What actions need to be implemented to manage the risks (avoid, transfer, mitigate or accept)?] |

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| **Opportunities** | [What opportunities, not yet covered under benefits, do we anticipate?, Any additional area this project may unblock?] |

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| **Participants**  - Roles &  Responsibilities  **Resources** | **Participant / Resources** | **R&R** | **Time / week** | **Manager** |
| [Project stakeholders, Committee, Project manager, Product & subject experts,  Technical support, Analytics,  Commercial support, Buyer / MPL,  PLM (Marketing), Customer view, Manufacturing, Logistics, etc.] |  |  |  |

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| Date: |  | Date: |  |
| Project Manager: |  | Sponsor: |  |
| Signature: |  | Signature: |  |