# PROJECT Overview

## Project Name and Description

|  |  |
| --- | --- |
|  | Describe how this project came about, who is involved, and the purpose.  Note: To delete any tip (such as this), select it and start typing. If you’re not yet ready to add your own text, select a tip and press spacebar to remove it. |

Project Name:

“Untitled”

Description:

“Undescribed”

## Client Info

|  |  |
| --- | --- |
|  | Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn’t fit in the box). Scope answers questions including what will be done, what won’t be done, and what the result will look like. |

## High-Level Features

|  |  |
| --- | --- |
|  | Describe the high level requirements for the project. For example: |

Major Features:

* …
* …
* …

Minor Features:

* …
* …
* …

## Stack

|  |  |
| --- | --- |
|  | List agencies, stakeholders or divisions which will be impacted by this project and describe how they will be affected by the project. |

## Project Members

|  |  |
| --- | --- |
|  | List business processes or systems which will be impacted by this project and describe how they will be affected. |

## Support Info

|  |  |
| --- | --- |
|  | Describe any specific components that are excluded from this project. |

## Timeline

|  |  |
| --- | --- |
|  | Describe how you plan to implement the project. For example, will all parts of the project be rolled out at once or will it be incremental? What will be included in each release? |

## Third Party Info

|  |  |
| --- | --- |
|  | Include recommendations that lead to your proposed solution. Summarize what you’re proposing to do and how you’re going to meet the goals. You’ll be able to expand on the details within the ‘Our Proposal’ section. |

## Additional Notes

|  |  |
| --- | --- |
|  | Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished? |