# Document Information

|  |  |
| --- | --- |
| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the name and title of the Project Manager |
| **Owner** | Normally, the Executive |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

|  |  |
| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Definition

|  |  |
| --- | --- |
| **Background:** | How did it happen?! |
| **Main Goal:** | Why are you doing the project? |
| **Desired Outcomes:** | What are you going to get from this project? |
| **Constraints and Assumptions:** | It always help in the future! |
| **Interfaces:** | i.e. interfaces with the business as usual, other projects, etc. |
| **Project Approach:** | How the project (or different parts of it) will be developed; e.g. in-house or through a supplier. |
| **Project Product Description:** | Reference to external document |

# Outline Business Case

Give a short, simple explanation of the justification of the project; the costs, benefits, dis-benefits, and major risks that can affect those.

# Key Stakeholders

|  |  |
| --- | --- |
| **Major Stakeholder** | **Notes** |
|  |  |
|  |  |
|  |  |

# Project Objectives

|  |  |  |
| --- | --- | --- |
|  | **Target** | **Tolerance** |
| **Scope** |  |  |
| **Time** |  |  |
| **Cost** |  |  |
| **Quality** |  |  |
| **Risks** |  |  |
| **Benefits** |  |  |

# Project Management Team

|  |  |  |
| --- | --- | --- |
| **Role** | **Reports to** | **Appointee** |
|  |  |  |
|  |  |  |
|  |  |  |

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