Project Title

Project Subtitle [format: “As requested by (customer name), to meet (single main objective), produced by (provider company or resource)]

# Introduction

[project executive summary, a maximum of one paragraph describing the project, purpose, benefits, and costs]

## Stakeholders

### Requestors

[a single sentence introducing the people who requested the project. Include name of project manager on requestor side]

* [project manager name]
  + [description of role]
  + [primary contact method details]
  + [secondary contact details]
  + [emergency contact details]
* [project technical lead name]
  + [description of role]
  + [primary contact method details]
  + [secondary contact details]
  + [emergency contact details]
* [other requestor stakeholder]
  + [description of role]
  + [primary contact method details]
  + [secondary contact details]
  + [emergency contact details]

### Providers

[a single sentence introducing the people who are implementing the project. Include name of project manager on implementors side]

* [project manager name]
  + [description of role]
  + [primary contact method details]
  + [secondary contact details]
  + [emergency contact details]
* [project technical lead name]
  + [description of role]
  + [primary contact method details]
  + [secondary contact details]
  + [emergency contact details]
* [developer / other resources]
  + [description of role]
  + [primary contact method details]
  + [secondary contact details]
  + [emergency contact details]

## Problem Statement

[High level description of the problem]

## Solution statement

[high level description of the solution]

## Executive Timeline

[a simple timeline of the project, no high level details, no dates unless known, include line item for “unexpected complecations”]

## Executive Cost Summary

[a overiew of expected costs broken down by into timeline segments used above]

[final total executive budget, besure to include a budget for unexpected expenditures]

# Project Overview

[detailed description of the project at a medium level focusing on purpose and benefits]

## Problem Statement

[medium level detail description of the problem]

## Requirements

[medium deatail break down of project requirements, include direct refences to the written source of the requirement (often the RFP), use citations to the requirement document]

## Solution statement

[medium level description of the solution, with explicit description of the benefits]

## Measures of Success

[detailed explanation of exactly what constitutes a successful project, include refences to requirement documents and other sources.]

# Project details

[detailed description of the project focusing on the benefits]

[sections for each project part explained in as much detail as possible]

[refences and diagrams for each project segment]

# Conclusion

[summary of all parts, focus on benefits, thank the requestor, close the document]

# Appendix

[listing in order of all refence diagrams, source, refences, and additional details]

[use multiple appendixes if you have multiple categories of apedicential data]

# Refences

[list detailed citations and refences for all documents used in this document]

# Revision History

[a table showing document revision history, who made what changes, who approved the changed]