**Logo**

**Project Overview Statement** Executive Summary



**Project Name:**

**Department:**

**Last Updated:**

**Author:**

**Project Manager(s):**

**Executive Sponsor:**

**Project Department Owner:**



**Project Business Case**

|  |
| --- |
| **Project Overview** |
| [**Replace this text with a description of what is involved in executing the project. Use list items if appropriate.**] |
| **Business Issue/Opportunity** |
| [**Replace this text with a description of the background context of the project and why it is necessary.**] |
| **Project Business Goal** |
| [**Replace this text with a description of the business value expected to be gained through this project implementation and how the business environment will be improved.**] |

**Primary Project Objectives**

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| **Primary Project Objectives** |
| [**Replace this text with a list of the key project elements that further define and support the project business goal and are in scope for the overall project.**] |

**Project Benefits**

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| **Project Benefits** |
| [**Describe the key benefits from implementing this project.**] |

**Primary Project Deliverables**

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| **Milestone 1** |
|  |
| **Milestone 2** |
|  |
| **Milestone 3** |
|  |

**Project Interdependencies and Inputs**

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| **Project Interdependencies and Inputs** |
| [**Replace this text with an outline of any other projects in process or planned that have a relationship to this proposed project. Include a list of what inputs those projects may have to this project development.**] |

**Project Conditions**

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| **Project Assumptions** |
| [**Replace this text with an outline of all known assumptions that apply to this project.**] |
| **Project Issues** |
| [**Replace this text with an outline of all known issues that apply to this project.**] |
| **Project Risks** |
| [**Replace this text with an outline of all known risks that apply to this project.**] |
| **Project Constraints** |
| [**Replace this text with an outline of all known constraints that apply to this project.**] |

**Project Critical Success Factors** (Key Performance Indicators)

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| --- |
| **Project Critical Success Factors** |
| [**Replace this text with an outline of all known critical success indicators that apply to this project.**] |

**Project Duration Estimates**

|  |  |  |
| --- | --- | --- |
| **Project Milestone** | **Date Estimate** | **Confidence Level** |
| Project Start Date |  |  |
| Milestone 1 |  |  |
| Milestone 2 |  |  |
| Milestone *n* |  |  |
| Project End Date |  |  |



# APPROVALS

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor