[Name of the Company/Header]

[Name of Project]

**[Date]**

Document Status: **Draft** | In Review | Approved

**Executive Summary:**

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| **Project Goal** |
| ***SMART: S****pecific,* ***M****easurable,* ***A****ttainable,* ***R****elevant, and* ***T****ime-bound* |

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| **Deliverables** |
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| **Business Case / Background** |
| **Why are we doing this?** |

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| **Benefits, Costs, and Budget** |
| **Benefits:**  **Costs:**  **Budget needed:** |

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| **Scope and Exclusion** |
| **In-Scope:**  **Out-of-Scope:** |

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| **Project Team** |
| **Project Sponsor:**  **Project Lead:** Ranxel M. Almario, Project Manager  **Project Team:**  **Additional Stakeholders:** |

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| **Measuring Success** |
| **What is acceptable:** |