## **Project Title (You did it twice...)**

*Last updated: Date*

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| --- | --- |
| **PRODUCT NAME** | Enter your project title here |
| **PRODUCT OWNER** | Who has the main responsibility for decision making? |
| **START DATE** |  |
| **ESTIMATED GO LIVE DATE** |  |

|  |  |
| --- | --- |
| **REFERENCE MATERIAL** | **USE** |
| **DESIGN DOCUMENT** | Provides project overview |
| **PROPOSAL DOC** | Where potential features, conversations are documented |
| **TECHNICAL DOC** | Architecture and troubleshooting |
| **MEETING NOTES** | Any meeting notes used to track tasks/action items |
| **IDEAS** | Initial notes from design meeting |

### **Short Product Overview**

**Purpose:**

Give a quick summary of what you project is, who it is for and the purpose of the project.

**Team Members & Responsibilities:**

A list of who is working on the project, what their roles and responsibilities are and

any holidays taken during the development of the product. Members should have a backfill plan or escalation path.

**Tentative schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MILESTONE** | **STATUS** | **START DATE** | **DUE DATE** | **OWNER** |
|  |  |  |  |  |
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**In Scope:**

Write a list of what features are able to be made in the time scale approved.

**Out of Scope:**

A list of features that won’t make it into the initial schedule. This can later be referred to if there is time leftover or additional budget for extension.

**Holidays. Events, Vacations:**

|  |  |  |  |
| --- | --- | --- | --- |
| **TEAM MEMBER** | **DAYS** | **DATES** | **BACKFILL** |
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