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| --- | --- | --- | --- | --- | --- | --- | --- |
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| **Project Title** | ERP Software Development Project | | | | | | |
| **Project Scope**  **Abstract** | Every | | | | | | |
| **Product Description /**  **Deliverables** | | | |  | | | |
| **Project Objectives** | | | |  | | | |
| **Business Case** | | | |  | | | |
| **Pre-assigned**  **Resources** | | | |  | | | |
| **Stakeholders List** | | | | | | | |
| *Name* | | | | | *Title* | | *Role/Responsibility* |
|  | | | | |  | | Project Sponsor |
|  | | | | |  | | Implementation Steering Committee |
|  | | | | |  | | Budget Review Committee |
|  | | | | |  | | Project Director |
|  | | | | |  | | Consultant Team Leads |
|  | | | | |  | | Data Standards Working Group |
|  | | | | |  | | Team Leads |
|  | | | | |  | |  |
| **Summary Milestone Schedule** | | | | | | | |
| *Description* | | | | | | | *Due Date* |
| ***Project Preparation*** | | | | | | | |
|  | | | | | | |  |
| ***Collecting Requirements*** | | | | | | | |
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| ***Design Phase*** | | | | | | | |
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| ***Development Phase*** | | | | | | | |
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| ***Prototype Testing*** | | | | | | | |
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|  | | | | | | |  |
| ***User Acceptance and Training*** | | | | | | | |
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| ***Go Live and Lessons Learned*** | | | | | | | |
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| **Summary Budget** | |  | | | | | |
| **Assumptions** | | | | | | **Constraints** | |
|  | | | | | |  | |
| **High-Level**  **Project Risks** | | |  | | | | |
| **Success Criteria** | | |  | | | | |

**NOTES:**