| **Project Title:** |  | | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Project Sponsor:** |  |  | **Date Prepared:** |  |
|  |  |  |  |  |
| **Project Manager:** |  |  | **Project Customer:** |  |

| **Project Purpose or Justification:** |
| --- |
|  |

| **Project Description:** |
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| **High-level Project and Product Requirements:** |
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| **Summary Budget:** |
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| **Initial Risks:** |
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| **Summary Milestones** | **Due Date** |
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| **Project Objectives** | **Success Criteria** | **Person Approving** |
| --- | --- | --- |

| **Scope:** |  |  |
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| **Time:** |  |  |
| --- | --- | --- |
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| **Cost:** |  |  |
| --- | --- | --- |
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| **Quality:** |  |  |
| --- | --- | --- |
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| **Other:** |  |  |
| --- | --- | --- |
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| **Acceptance Criteria:** |
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| **Project Manager Authority Level** |
| --- |

| **Staffing Decisions:** |
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| **Budget Management and Variance:** |
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| **Technical Decisions:** |
| --- |
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| **Conflict Resolution:** |
| --- |
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| **Escalation Path for Authority Limitations:** |
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**Approvals:**

|  |  |  |
| --- | --- | --- |
| Project Manager Signature |  | Sponsor or Originator Signature |
|  |  |  |
| Project Manager Name |  | Sponsor or Originator Name |
|  |  |  |

Date Date