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| ***Project Name*** |  | | ***Project Sponsor***  ***(name/role)*** |  | |
|
| ***Start Date*** |  | | ***Project Manager (name/role)*** |  | |
| ***Target completion date*** |  | | ***Strategic fit*** |  | |
| ***Element*** | ***Description*** | | ***Details*** | | |
| ***Background*** | Provide background information that includes the reasons for creating the project and mentions the key stakeholders who will benefit from the project result. | |  | | |
| ***Objectives*** | Describe the project goals and link each of them with related, SMART project objectives. | |  | | |
| ***Scope*** | Provide a high-level description of the features and functions that characterise the product, service, or result the project is meant to deliver. | | **Within Scope** | | |
| **Outside Scope** | | |
| ***Constraints*** | Identify the specific constraints or restrictions that limit or place conditions on the project, especially those associated with project scope. | |  | | |
| ***Assumptions*** | Specify all factors that are, for planning purposes, considered to be true. During the planning process these assumptions will be validated. | |  | | |
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| ***Risks*** | Outline the risks identified at the start of the project. Include a quick assessment of the significance of each risk and how to address them. | |  | | |
| ***Deliverables*** | Define the key deliverables that the project is required to produce in order to achieve the stated objectives. | |  | | |
| ***Project Resources*** | Costs and who pays. Financial, people and their time, plus non-people resource e.g. systems, plant capacity etc. | |  | | |
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| **In some cases, project will require a formal approval** | | | | | | |
| ***Project Approval*** | | | | | | |
| ***Name*** | | ***Role/Job Title*** | | | ***Signature/Date*** | |
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| ***Change log*** | | | | | | |
| ***Name*** | | ***Change*** | | | ***Date*** | |
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