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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. |   |
|  |
| ***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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