Create your title page and company logo.

Be creative. Make sure you enter all team members, course, and section.

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# Executive Summary

The executive summary is an overview of the project and provides the project sponsor with an overall view of the project plan. In some cases, the executive will not have time to read the entire plan, so this is the place to include this information. The executive summary should be at least two to three pages.

You will include the project baseline start and finish dates for the project. You will include a short table with the high-level budget, which indicates the baseline total planned budget amount for the overall project.

The following information should also be included.

1. Summary overview of project description
2. Project plan dates
3. Project budget (planned vs. actual budget)
4. Business need and benefits
5. Summary of present plan status
6. Any additional information helpful for executive stakeholders

# Project Charter

This section includes your project charter in addition to any updates made based on the feedback from the professor. Copy and paste the charter here. Be careful of formatting. Keep it business professional.

# Project Scope Statement

Updates are based on the feedback from your first submission. Copy and paste the scope statement and watch the formatting.

# Work Breakdown Structure/Project Schedule

This section is your MS Project Schedule. You can include a link to the .mpp file or submit it. Keep in mind that sometimes the link will not open.

# Risk Management Plan

Change this section page to landscape and copy and paste your risk register with any suggested updates in this section.

# Project Budget and Resource Management Report

Copy and paste your project budget and resource management reports based on any updates recommended by the professor from your previous submission.

# Communications Management Plan

Copy and paste your communications management plan in this section with any updates recommended by the professor from your previous submission.

# Project Update Summary

Provide an overall summary of the current state of the project, including any outstanding issues or problems that will be addressed in the project. Any recommendations for changes or request requiring approval should also be included. In addition, the conclusion should include next steps for the project and provide the next scheduled status update and how it will be communicated. This should be approximately one page.

# REFERENCES