|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | Project Number |  |
| **Project Team** |  | Prioritization |  |
| **Owner(s)** |  | Start Date: |  |
| Scheduled Completion Date: |  |

**NOTE: *Remove this note and all italicized instructions in the template for a business professional document.***

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| --- | --- |
| Mission/ Purpose | *What is your project going to accomplish? How does this project relate to overall strategic goals and objectives of the company? Is it part of a program or larger project?*  |
|  |
| **Project****Description and Project Product** | *What will this project create? What are the outcome products being created with this project? At a high level, how do you plan on completing the work required for this project? List at least five high-level deliverables (outputs) that will be generated from the execution of this project. This section will help to prepare for your project scope and WBS later in the course.* |
|  |
| Objectives | *What objective is this project designed to meet? List a high-level objective statement for the overall project and at least three to five goals required to meet this objective. These must be measurable. For example, if an objective of the project is the cut cost, then by how much will costs be cut?* |
|  |
| **Milestones**  | *What are the key milestone dates associated with the project? Milestones may show the completion of a set of major deliverables or phases. List at least 10 milestones and provide estimated end dates for each. Milestones must have associated dates.*  |
| **Budget** | *What is the estimated budget for this project? Do not research your project cost; this is an estimate. This does not need to be close to your project’s actual costs when your project planning is complete in Week 6. This is an order of magnitude estimate.*  |
|  | Estimated Labor |  |
|  | Estimated Materials |  |
|  | Estimated Contractors |  |
|  | Estimated Equipment and Facilities |  |
|  | Estimated Travel |  |
|  | **Total Estimated Cost** |  |
|  |
| **User Acceptance Criteria** | *What are the minimum success criteria as defined by the key stakeholders? How will you monitor and measure the project quality? How will the project owners determine if the project is a success or not? These must be detailed and measureable.*  |
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| --- | --- |
| **High-Level Project Assumptions** | *What are the assumptions on which the project is based? What 7–10 statements do you believe to be true or will become true about the project during project execution but cannot be sure at this time?* |
| **High-Level Project Constraints** | What are the major limiting factors that affect the project? What 8–10 rules, regulations, requirements, laws, processes, or procedures are you bound by on this project?  |
| **Exclusions and Boundaries**  | *What are the boundaries of the project? To ensure that your project scope is properly constrained, identify 8–10 things that will be excluded from the project plans. What items will be not be included in the project?* |

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| **Major Risks** | *What are the major risks affecting the project? List a minimum of 7 to 10 risks. These risks must occur during the project, not after the project finishes or before the project starts. The risks defined should be directly associated with the project implementation.* |
|  |
| KEY STAKEHOLDERS |
| **Project Manager Authority Level** |  |
| **Project Core Team** |    |
| **Subject Matter Experts (SMEs)** *(What resources will you need with special expertise?)* |  |
| **APPROVALS** |
| Type Name | Signature | Date |
| Project Manager Approval |  |  |
| **Customer/Sponsor Approval** |  |  |