| **General** |
| --- |
| **Project Name:** |  |
| **Project Sponsor:** |  |
| **Project Manager:** |  |

| **Business Case Statement** |
| --- |
| [Why is the project being undertaken? What is the background of this project? What is the cost/benefit of the project?] |

| **Problem Statements** |
| --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

| **Goal Statement** |
| --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

| **Project Scope** |
| --- |
| **Deliverables:** [What will be the end result of the project?]**Assumptions:** [What is the team assuming to be true?]**Constraints:**  [What are the limiting factors such as the budget or deadlines?]**Exclusions:** [What will be excluded from this project?] |

| **Summary Milestones**  |
| --- |
| [What are the milestones?] |

| **Summary Budget** |
| --- |
| [What is the budget?] |

| **Success Criteria** |
| --- |
| [How will the project be evaluated for success?] |

| **High-Level Project Risks** |
| --- |
| [What are the most significant risks?] |

| **Stakeholders & Affected Business Areas** |
| --- |
| [Who will be impacted by this project?] |

| **Core Team Members**  |
| --- |
|  |

**Project Sponsor Approval**

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