**Project Title:**

**Project Sponsor:**

**Date Prepared:**

**Project Manager:**

**Project Customer:**

Page 1 of 4

**[High-Level Risks:](#Project" \o "The initial risks at a project level, such as funding availability, new technology, or lack of resources.)**

[**High-Level Requirements:**](#Project)

**[Project Description:](#Description" \o "A summary-level description of the project. May include information on high-level product and project deliverables as well as the approach to the project.)**

**[Project Purpose or Justification:](#Project" \o "The reason the project is being undertaken. May refer to a business case, the organization’s strategic plan, external factors, a contract agreement or any other reason for performing the project.)**

**[Scope:](#Scope" \o "Scope objectives describe the scope needed to achieve the planned benefits of the project. An example you could use for a fund raising 10K run is \“The event will provide a 6.2 mile course, and raise 1.2 million dollars for the specified charity.\”)Scope:**

**[Time:](#Time" \o "Time objectives describe the goals for the timely completion of the project. For example, the run will take place in September of the current year. The success criteria is whether or not the run took place in September.)**

**[Cost:](#Cost" \o "Cost objectives describe the goals for project expenditures. An example is \“The cost for producing the run will not exceed $100,000.\” Obviously the success criteria is determined by the total amount spent producing the event.)**

**[Other:](#Other" \o "There may be additional objectives as well. Some organizations include quality objectives, safety objectives and stakeholder satisfaction objectives.)**

Page 2 of 4

**[Summary Milestones](#SummaryMilestones" \o "Significant events in the project. Examples include the completion of key deliverables, the beginning or completion of a project phase or product acceptance.)**

[**Project Objectives**](#Project)

**[Success Criteria](#SuccessCriteria" \o "Success criteria is a course that is certified as a 10K course and over 1.2 million in collected pledges.)**

**Due Date**

**Person Approving**

[**Stakeholder(s)**](#Time)

**[Budget Management and Variance:](#BudgetManagement" \o "Budget management refers to the ability of the project manager to commit, manage, and control project funds. Variance refers to the variance level that require escalation for approval or rebaselining.)**

**[Project Manager Authority Level](#ProjectManager" \o "The authority of the project manager with regards to staffing, budget management and variance, technical decisions and conflict resolution. )**

[**Staffing Decisions:**](#Staffing)

[**Estimated Budget:**](#SummaryBudget)

Page 3 of 4

**Role**

**[Approvals:](#Approvals" \o "The name, position and authority of the person who oversees the project manager for the purposes of the project. Common types of authority include the ability to approve changes, determine acceptable variance limits, impact inter-project conflicts and cham)**

Project Manager Name

**Date**

**Date**

Sponsor or Originator Name

Project Manager Signature

[**Conflict Resolution:**](#ConflictResolution)

[**Technical Decisions:**](#TechnicalDecisions)

Sponsor or Originator Signature

Page 4 of 4

**Date**

**Date**

Sponsor or Originator Name

Project Manager Name

Project Manager Signature