

**Background**

[Why is the project being undertaken? Describe an opportunity or problem that the project is to address.]

**Goals**

- [specific & measurable goal 1]
- [specific & measurable goal 2]
- [specific & measurable goal 3]

**Scope**

[What will be the end result of the project? Describe what phases of work will be undertaken. It's also important to mention what activities will not be included in this project.]

**Key Stakeholders**

Client	[name]
Sponsor	[name]
Project manager	[name]
Project team members	[name], [name], [name], [name].

**Project Milestones**

[Identify the significant project milestones: start date, end date and invoicing dates to the client.]

**Project Budget**

[Describe the main project expenses: non-recurring & monthly recurring.]

**Constraints, Assumptions, Risks and Dependencies**

Constraints	[Describe here potential factors that will impact the delivery of the project]
Assumptions	[Describe here conditions or situations that you are relying on in order to achieve project goals]
Risks and Dependencies	[What are the most significant risks? What things must happen before the project is delivered?]

**Approval Signatures**

_____ [Name], Project Client	_____ [Name], Project Sponsor	_____ [Name], Project Manager
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