

**Project Title:**  
**Project Manager:**

**Description**

**Project need:** description of the reason for the project

**Project description:** description of the project

**Project Start Date:**

**Project Finish Date:**

**Objective**

Enter the measurable and specific objectives accomplished by this project

**Assumptions, constraints, and risks**

**Assumptions:** summarize the assumptions made in this project

**Constraints:** summarize the constraints of the project.

**Risks:** outline the risks involved with this project

**Resources**

**Financial:** enter projected budget

**Personnel:** summarize personnel required to complete this project

**Material:** outline materials required to complete this project

**Approach**

Outline high-levels steps and milestone dates to complete the project

**Roles and responsibilities**

<b>Name</b>	<b>Role</b>	<b>Responsibility</b>
	Project Sponsor	Monitor Project
	Project Manager	Plan and Execute Project

**Sign Off**

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(Sponsor name) (Sponsor title)

Date

\_\_\_\_\_

(Project Manager name) (Project manager title)

Date

**Comments**