
1.0 PROJECT IDENTIFICATION

Project Name		
Project Description		
Decision Maker		
Project Manager		
Project Team Resources		

2.0 BUSINESS REASON(S) FOR PROJECT

3.0 PROJECT OBJECTIVES (PURPOSE)

■

4.0 PROJECT SCOPE

■

5.0 KEY PROJECT DELIVERABLES

Name	Description

6.0 MILESTONE DATES

[illegible]

7.0 KEY ISSUES/ BARRIERS	
Severity	Description

8.0 RISKS	
Severity	Description

9.0 PROJECT'S CRITERIA FOR SUCCESS (MUST BE MEASURABLE)	
▪	
▪	
▪	
▪	

10.0 CRITICAL SUCCESS FACTORS	
▪	
▪	
▪	
▪	

11.0 SIGNOFF	
Decision Maker:	
Date:	