

Date: 01/01/2025

Project justification: - What is the opportunity or problem to be addressed? - Why is it important?	[Listdown and explain the “why” behind this project]																																														
Success criteria: - What is the project aiming to achieve? - How will we know if it is successful?	[Project's Goals]																																														
Broad approach: - What is the scope? - How will you approach the overall project? - What is the methodology?																																															
Deliverables/outputs: What do we have to produce?																																															
Milestones - What are the major achievement points? - They will help us determine is the project is “on schedule”	<table border="1"> <thead> <tr> <th rowspan="2">Description</th><th rowspan="2">PIC</th><th colspan="4">TA 2025/2026</th></tr> <tr> <th>W1</th><th>W2</th><th>W3</th><th>W4</th></tr> </thead> <tbody> <tr> <td>•</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>•</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>•</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>•</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>•</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>•</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Description	PIC	TA 2025/2026				W1	W2	W3	W4	•						•						•						•						•						•					
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Key assumptions: What assumptions have we made?																																															
Key team members: Who are they?	- Leader: - Secretary: - Treasurer:																																														
Resources requirements: - How many people? - How much money?																																															
Risks: - What could go wrong and how will you minimize the risks? - What if we don't do the project?																																															