

1. Project Information		2. Business Case
Project Name:	Provide a concise yet descriptive name for the project	Explain the rationale behind the project, including the problem or opportunity it addresses, and how it aligns with your organization's strategic objectives
Project Description:	Briefly describe the project, including its purpose and expected outcomes	

3. Project Deliverables	4. Project Benefits
List the key deliverables of the project, including the products, services, or results to be produced	Describe the expected benefits of the project, such as cost savings, increased efficiency, or improved customer satisfaction
Deliverable 1	Benefit 1
Deliverable 2	Benefit 2
Deliverable 3	Benefit 3

5. Project Risks
Identify potential risks or obstacles that may impact the project, as well as any mitigation strategies
Risk 1
Risk 2
Risk 3

6. Project Budget		7. Project Milestones	
Provide an estimated budget for the project, including breakdowns for specific tasks or resources		List the major milestones of the project, as well as their target dates	
Total Budget: \$ ____		Milestone 1	MM.DD.YY
Breakdown:		Milestone 1	MM.DD.YY
Task/Resource 1	\$ ____	Milestone 1	MM.DD.YY
Task/Resource 2	\$ ____		
Task/Resource 3	\$ ____		

8. Project Team Members

List the team members responsible for the project, including their roles and contact details

Role	Name	Email	Phone
Project Manager			
Team Member 1			
Team Member 2			
Team Member 3			

9. Project Stakeholders

Identify the main stakeholders involved in the project, including their roles, expectations, and specific requirements

Role	Expectations
Stakeholder 1	
Stakeholder 2	
Stakeholder 3	

10. Project Approval

Include a project approval section, with space for signatures from the project sponsor or other key stakeholders

Project Sponsor: _____ Date _____

Additional Approvals (if needed): _____ Date _____