

Project Title:		Project Lead/Manager:				
Start Date:		Approx. End Date:				
Location/Area:		Project Sponsor:				
Project Executive Summary:						
Problem Statement:		Goal Statement:				
In Scope		Not In Scope				
Expected Project Benefits		Expected Project Costs/Budget				
Project Payback Time (Months):						
Key Milestones			Project Team			
	Title	Planned Date				
1						
2						
3						
4						
5						
6						
Other Stakeholders			Comms Planning			
Project Key Risks:			Project Approval:			
			Name	Signature	Date	