**Name of Project:** < Add Project Name Here >

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| Project Description Briefly describe the project (including the problem it attempts to solve) and its objectives. This can be borrowed from the Project Request Form and elaborated upon. |
| ScopeIn Scope (Clearly state what processes, groups, customers, systems will be impacted/included in this project) **Out of Scope** (Equally as important, clearly state what processes, groups, customers, systems will NOT be included in the project, ensuring it remains focused on what is In Scope) |
| Success Criteria Explain what will be different and better as a result of the project. |
| Deliverables/Milestone with expected completion dates (This can be borrowed from the Project Request Form and elaborated upon.) |
| Project Team  * **Executive Sponsor:** * **Project Manager:** * **(List other roles here):** * **(List other roles here):** |
| **Key Stakeholders** List key groups or leaders whose support is critical to the success of the project. (consider groups that will be impacted as a result of the project, including customer base) |
| Resources  Costs, equipment, facilities, software, etc. |
| Risks  Itemize the known risks to successfully implementing this project. |
| Interdependencies If this project relies on the successful completion of other work or projects, or requires other groups (or IT systems) to change, list them below. |