

Project



Project owner

Version

Date

Purpose

What is the intent of the project?
Why are we doing this?

**Scope**

What is not the expectation of the project?
What does not have to be covered?

**Success Criteria**

What do we need to achieve in order for the project to be successful?
How can the success criteria be measured?

**Time****Milestones**

When will we start?
When is project deadline?
What are the key milestones and when do they occur?
How are the milestones measured (time, actions, quantity, etc.)?

Activities

Which tasks and activities need be performed to reach a certain milestone?

Team

Who are the participants?
What is their role in the project?

**Stakeholders**

Who has an interest in the project other than the team - internally and externally?
Who do we need in the project for it to succeed?
What is their role in the project?

**Users**

Who's the target group?
Who will be benefitted by the project outcome?
How are they going to be involved in the project?

**Constraints**

What are the current barriers/limitations to the project?

**Risks**

Which risks may occur during the project?
How do we treat the possible risks?

**Resources**

Which resources are needed in the project?
How much will it cost?
How long will it take?

