|  |
| --- |
| **General Project Information:** |
| Project Name: |  |
| Sponsor(s): |  |
| Project Manager: |  |

|  |
| --- |
| **Project Description and Purpose:** |
|  |

|  |
| --- |
| **Project Impacts:** |
|  |

|  |
| --- |
| **Project Scope and Limitations:** |
|  |

|  |
| --- |
| **Project Objectives and Success Criteria:** |
| Objective | Measurable Outcome |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Deliverables:** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |
| --- |
| **High Level Requirements:** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |
| --- |
| **Summary Milestone Schedule:** |
| Milestone | Description  | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Summary Budget:** |
| Personnel |  |
| Capital |  |
| Non-personnel operational |  |

|  |
| --- |
| **High Level Risks:** |
| Risk | Mitigation |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Assumptions and Constraints:** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |
| --- |
| **Project Team:** |
| Role | Responsibility | Level of Effort | Resource |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Major Stakeholders:** |
| Name  | Department/Organization |
| Students |  |
| Staff |  |
| Administration |  |
| Clients |  |
| Visitors  |  |

|  |
| --- |
| **Approvals:** |
|  | Name | Signature | Date |
| Project Sponsor |  |  |  |
| Project Sponsor |  |  |  |