

Basic Project Description

Problems/Requirements

What is the history or other driver necessitating the need for the project

Business Functional Areas Involved

What departments are involved in the project?

Major Deliverables

List of important, tangible desired results

Resource Needs

Immediate resource needs to complete the Project

- People
- Equipment
- Materials

Cost/Benefit Analysis

Costs, benefits, ROI, funding

- Estimated total cost
- Benefits from project completion (quantitative/financial and qualitative/non-financial)
- Total return on investment (benefits minus cost)
- Anticipated funding source

High-Level Risks Identified

What could adversely affect the project or risks associated with the project

End Users/Customer

Who are the people or departments receiving a product or service as a result of the project and how will they benefit?