

# Basic Project Description

## ***Problems/Requirements***

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

## ***Business Functional Areas Involved***

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What departments are involved in the project?

## ***Major Deliverables***

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List of important, tangible desired results

## ***Resource Needs***

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Immediate resource needs to complete the Project

- People
- Equipment
- Materials

## ***Cost/Benefit Analysis***

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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***

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

## ***End Users/Customer***

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