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| ***Project Name*** | Common name everyone refers to this project by. |
| ***Objectives*** | Managing a project calls for clear objectives. The clearer the objectives are the more likely you will hit them and have a successful project outcome.   * Ensure that your objectives included the following elements: * Statement – A brief narrative description of what you want to achieve. * Measures – Indicators of how you know you will have achieved success. * Performance Values – The values of each measure that defines success. |
| ***Problem Statement*** | Describe the problem you are trying to solve, avoid identifying a solution. |
| ***Scope (in, out and assumptions)*** | The scope statement is the essential element of any project. Use the scope statement as confirmation of the results of the project along with assumptions used to develop the scope statement. Make sure your scope statement reflects the results of what your project will deliver and anything that it won’t deliver. List out the items that are clearly in scope and out of scope to avoid confusion later in the project. Additionally list out any assumptions you have made for the project. Examples of these are a specific resource will be available for the project, a specific piece of software, etc. |
| ***Deliverables*** | What will the project deliver when it is complete. Will there be a training manual, online training, specifications document or hardware or software. These are a measure of the projects success |
| ***Expected Benefits*** | What are the expected benefits to be realized when complete? Are there any opportunities to offset the costs? Are there process efficiencies to be gained? |
| ***Cost Estimates*** | How is the project or initiative expected to cost in total. You can break it out by year, by phase or deliverable if it is easier. Also include a breakdown of the cost on a separate sheet that details out where the dollars are being spent. |
| ***Source of funding*** | Is the funding grant related, budgeted internally or from CBPT. |
| ***Other Departments / Users Impacted*** | List out the other areas that may be effected by the changes being suggested. Solicit feedback from your sponsor and other SME’s. |
| ***Staffing (internal / external)*** | |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Name** | **Duration** | **Allocation** | | Sponsor |  |  |  | | Business Owner |  |  |  | | Technical Owner |  |  |  | | Scrum Master |  |  |  | | Developers (Team) |  |  |  | | Subject Matter Experts |  |  |  | |

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| Milestone | Target Completion | Completion Criteria | Actual Completion |
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| Issues, Constraints and Risk | Likelihood | Mitigation Strategy |
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