

Project Description

The Project Description should include a concise narrative that specifies the project highlights, including the main objective (problem statement) and target outcome(s).

Project Goal

The Project Goal articulates the main desired outcome(s).

Overall Project Objectives

Project Objectives describe the changes that will occur as a direct result of the team's specific project effort.

Project Scope

The Project Scope specifies the work that must be completed to achieve the project's deliverables and desired outcomes.

In-Scope:

- List of objectives that are explicitly included in the project.

Out of Scope:

- List items requested later but were not part of the original plan

Key Project Stakeholders

The Key Project Stakeholders are the individuals who play a role in completing the milestones and activities.

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There are also individuals that we may need to communicate and coordinate with when working toward milestones and activities, including:

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Project Team Expectations (Roles and Responsibilities)

Project Team Expectations provide a detailed outline of the roles and responsibilities that we expect to be taken on and completed by each member of the team throughout the project.

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Measures of Success

Measures of Success are metrics that will be used to assess the success of the project during and after implementation.

Potential Challenges or Barriers

This includes any anticipated challenges that may arise at any point throughout the project that could affect the project's objectives.

Change History

Version	Description of Changes	Approval Date
1.0	Initial draft	xx/xx/xxx