

ADD AGENCY LETTERHEAD

Project Information			
Project Name: Enter Project Name:		Start: Enter Start Date	End: Enter End Date
Summary			
Provide an overview of project details.			
Scope			
List the Scope. Scope refers to the boundaries and requirements of a project. The scope of a project includes all the elements of a project that the team plans to address.			
Overall Goal			
State the overall goal of the project. What are you hoping to accomplish?			
Measures of Success			
List the measures of success. Once the project is complete, what does success look like and how will it be measured?			
Roles and Responsibilities (Contributors)			
Project Manager:	Enter Project Manager		
Project Lead:	Enter Project Lead		
Support:	Enter Support, if applicable		
Support:	Enter Support, if applicable		
Milestones (Timeline)			
Number and Name	Owner	Start Date	End Date
1. Enter milestone(s).	Responsible	Enter Start Date	Enter End Date
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Milestones Completion	
Milestone	Criteria for Completion
1. Enter milestone(s) from timeline table.	What does a completed milestone look like?
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	