| **Project Name/Title:**  | **Date:**  |
| --- | --- |
| **Requested By:**  | **Prepared By:**  |
| **Background & Business Need**: *State the business problem/issue to solve or what opportunity exists to improve a business function. What is the current state? Narrative background with drivers for the project.* |
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| **Project Scope Statement**: *A concise vision or scope statement that summarizes the purpose and the intent of the project; What will be included in this project? What will not be included in the project?* |
|     The project ***will not*** include: |
| **Project Goals and Benefits**: *What result will be gained from the project?* |
| The primary goals of this project are as follows:     |
| **Project Objectives/Deliverables**: *Outline the high-level objectives for the project. What will exist when the project is complete? Include the benefits of the project, including how the project will benefit the customer or stakeholder.* |
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| **Assumptions**: *What assumptions were made when conceiving this project?* |
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| **External Dependencies:** *Note any major external (to the project) dependencies the project must rely upon for success, such as specific technologies, third-party vendors, development partners, or other business relationships. Also, identify any other related projects or initiatives.* |
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| **Project Risks:** *List any known risks for the project that could impact the success of the project or should be considered when planning. Include risk of change management. Does the value of this project ultimately depend on people changing their work or behavior? Identify risks facing this project or organization if the people-side of the project is poorly managed.* |
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| **Key Stakeholders:** *List the key stakeholders for the project. Stakeholders are individuals, groups, or organizations that are actively involved in a project, are affected by its outcome, or can influence its outcome. Indicate their role or interest in the project. These stakeholders (or representatives) MAY be invited to participate in a project kick-off session, but do not necessarily need to be on the project team. Whose day-to-day work will be impacted by new processes (systems, tools, job roles, organizations structure, etc.) as an outcome or deliverable of this project?* |
| Stakeholder/Stakeholder Group  | Impacted By this Project |
| Name / Title:Role:  |    |
| Name / Title:Role:  |    |
| Name / Title:Role:  |    |
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| **Required Resources:** *Identify the known resources that management is willing to commit to the project at this time.*  |
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| **Requested Timeline/Milestones: *Include start and end dates and key milestones.*** |
| TargetStart Date | TargetEnd Date | Key Milestones |
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| **Approvals** – Executive Sponsors |
| Name | Date | Title |
| Name | Date | Title |