




Project name _____

Project owner _____

<p>Purpose What is the intent of this project? Why are we doing this project?</p> 	<p>Scope What does this project contain? What does this project not contain?</p> 	<p>Success Criteria What do we need to achieve in order for the project to be successful? How can the Success Criteria be measured?</p> 
<p>Milestones When will we start the project and when is the final deadline? What are the key milestones and when will they occur? How can the milestones be measured?</p>  <hr/> <p>Actions Which activities need to be executed in order to reach a certain milestone?</p> 		<p>Outcome What is the end result?</p> <ul style="list-style-type: none"> - A book - A website - An event 
<p>Team Who are the team members? What are their roles in the project?</p> 	<p>Stakeholders Who has an interest in the success of the project? In what way are they involved in the project?</p> 	<p>Users Who will benefit from the outcome of the project?</p> 
<p>Resources What resources do we need in the project? - Physical (office, building, server) - Financial (money) - Human (time, knowledge)</p> 	<p>Constraints What are the known limitations of the project? - Physical (office, building, server) - Financial (money) - Human (time, knowledge, politics)</p> 	<p>Risks Which risks may occur during the project? How do we treat these risks?</p> 