

Project:

Created by:

Date:

Goal & Benefit

What is the SMART objective of the project?
Why is the project worth doing?

Deliverables

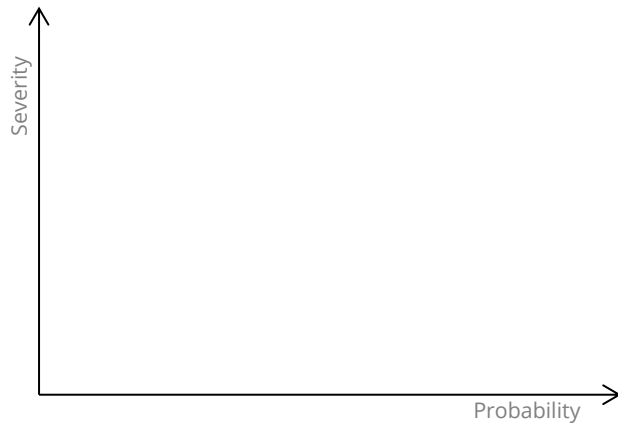
What are the project's results and documents?
How will the results be delivered?

Project Organisation

Who is part of the project team, steering committee etc.?
Who is the project's client?

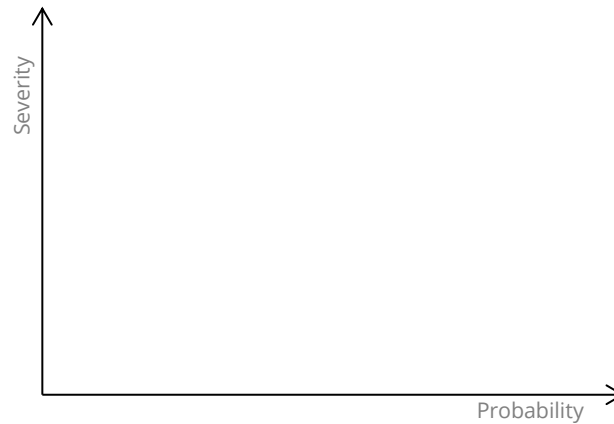
Risk

What could endanger the project's progress / result?



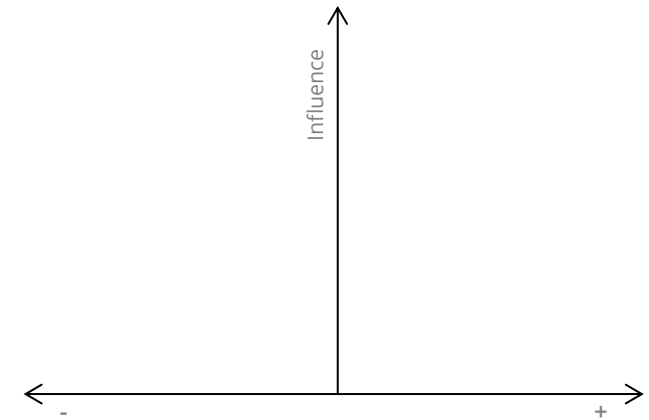
Damage

What negative effects could the project results have?



Key Stakeholders

Who is interested in or affected by the project?



Timeline & Constraints

What are major milestones
and deadlines?

