

**WORKING WITH YOUR TEAM: COMPLETE THE VARIOUS SECTIONS WITH THE BEST INFORMATION AVAILABLE**

**Project / Product Description (Who, What, When, Where, Why, How, & How Many)**


**Business Case / Objectives / Success Criteria**


**Project Risks / Milestone Schedule / Budget Limits**


**Requirements / Deliverables**

Product	Project

**Assumptions & Constraints**


**Risks (Threats & Opportunities)**

Threats	Opportunities

**Project Manager Assignment and Authority**


**Participating Organizations & Stakeholder Influences**


**Approval Signatures**

Name / Date	Name / Date