|  |  |  |  |
| --- | --- | --- | --- |
| Project Team: |  | | |
| Project Start: | YYYY-MM-DD | Project end: | YYYY-MM-DD |
| Version: | V0.1 | Amended on: | YYYY-MM-DD |

| Brief description of the project |
| --- |
| <List the main goals (external view) of the project> |

| Project Deliverables |
| --- |
| <List the main deliverables (internal view) of the project>  <List the deliverables which mark the major milestones in the project> |

|  |
| --- |
| Detailed Project Scope |
| Requirements Source:  <Link to requirements document as provided by the requestor> |
| <A more detailed description of the project deliverables. The description should be written so that it is easily understood what the project will actually deliver.>  < If there is ambiguity, then also explicitly state what the project will **not** deliver.> |

| Assumptions and restrictions |
| --- |
| Assumptions:   1. <State any assumptions upon which the project is based >   Restrictions:   1. <State any restrictions to the project> |

|  |
| --- |
| Critical success factors |
| * <List any factors which will directly affect the critical path of the project> |

|  |
| --- |
| Critical risk factors |
| * <List any project specific critical risk factors which the project sponsor would need to be aware of| |

|  |
| --- |
| Opportunities |
| * <List any project opportunities which the project sponsor should be aware of> |

|  | Resource Summary | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Project start: | | YYYY-MM-DD |  | | | |
| **Skill** | | | **Start Date** | **End Date** | **Hours** | **Available** |
| <Skill 1> | | | YYYY-MM-DD | YYYY-MM-DD | xxx | Y/N |
| <Skill 2> | | |  |  |  |  |
| <…> | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
| Project end: | | YYYY-MM-DD |  | | | |

| Project Schedule | | |
| --- | --- | --- |
| Project start: | YYYY-MM-DD | |
| **Milestone** | | **Due Date** |
| <Milestone 1> | | YYYY-MM-DD |
| <Milestone 2> | |  |
| <…> | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| Project end: | YYYY-MM-DD | |

| Project Cost | |
| --- | --- |
| **Cost Type** | **Cost** |
| <New Investment> | € |
| <Use of available infrastructure: Machinery, Licences, Rent> | € |
| <Skill resources> | Hrs/€ |
| <External contracts> | € |
| <…> |  |
|  |  |
|  |  |
| Total Project Cost: | **Hrs/€** |