

Project name _____

Project owner _____

<p>Vision 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>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>Monitoring How are we progressing? Average of members score 1-5 on (e.g.) - Work load distribution - Plan alignment - Risk reduction</p> 	<table border="1"> <tr> <td data-bbox="477 642 581 783"></td> <td data-bbox="581 642 685 783"></td> <td data-bbox="685 642 789 783"></td> <td data-bbox="789 642 893 783"></td> <td data-bbox="893 642 997 783"></td> <td data-bbox="997 642 1101 783"></td> <td data-bbox="1101 642 1205 783"></td> <td data-bbox="1205 642 1308 783"></td> <td data-bbox="1308 642 1412 783"></td> <td data-bbox="1412 642 1516 783"></td> <td data-bbox="1516 642 1620 783"></td> <td data-bbox="1620 642 1724 783"></td> <td data-bbox="1724 642 1828 783"></td> <td data-bbox="1828 642 1932 783"></td> <td data-bbox="1932 642 2036 783"></td> <td data-bbox="2036 642 2139 783"></td> <td data-bbox="2139 642 2243 783"></td> <td data-bbox="2243 642 2347 783"></td> <td data-bbox="2347 642 2451 783"></td> <td data-bbox="2451 642 2555 783"></td> <td data-bbox="2555 642 2659 783"></td> <td data-bbox="2659 642 2703 783"></td> </tr> <tr> <td data-bbox="477 783 581 894"></td> <td data-bbox="581 783 685 894"></td> <td data-bbox="685 783 789 894"></td> <td data-bbox="789 783 893 894"></td> <td data-bbox="893 783 997 894"></td> <td data-bbox="997 783 1101 894"></td> <td data-bbox="1101 783 1205 894"></td> <td data-bbox="1205 783 1308 894"></td> <td data-bbox="1308 783 1412 894"></td> <td data-bbox="1412 783 1516 894"></td> <td data-bbox="1516 783 1620 894"></td> <td data-bbox="1620 783 1724 894"></td> <td data-bbox="1724 783 1828 894"></td> <td data-bbox="1828 783 1932 894"></td> <td data-bbox="1932 783 2036 894"></td> <td data-bbox="2036 783 2139 894"></td> <td data-bbox="2139 783 2243 894"></td> <td data-bbox="2243 783 2347 894"></td> <td data-bbox="2347 783 2451 894"></td> <td data-bbox="2451 783 2555 894"></td> <td data-bbox="2555 783 2659 894"></td> <td data-bbox="2659 783 2703 894"></td> </tr> <tr> <td data-bbox="477 894 581 1005"></td> <td data-bbox="581 894 685 1005"></td> <td data-bbox="685 894 789 1005"></td> <td data-bbox="789 894 893 1005"></td> <td data-bbox="893 894 997 1005"></td> <td data-bbox="997 894 1101 1005"></td> <td data-bbox="1101 894 1205 1005"></td> <td data-bbox="1205 894 1308 1005"></td> <td data-bbox="1308 894 1412 1005"></td> <td data-bbox="1412 894 1516 1005"></td> <td data-bbox="1516 894 1620 1005"></td> <td data-bbox="1620 894 1724 1005"></td> <td data-bbox="1724 894 1828 1005"></td> <td data-bbox="1828 894 1932 1005"></td> <td data-bbox="1932 894 2036 1005"></td> <td data-bbox="2036 894 2139 1005"></td> <td data-bbox="2139 894 2243 1005"></td> <td data-bbox="2243 894 2347 1005"></td> <td data-bbox="2347 894 2451 1005"></td> <td data-bbox="2451 894 2555 1005"></td> <td data-bbox="2555 894 2659 1005"></td> <td data-bbox="2659 894 2703 1005"></td> </tr> </table>																																																																				<p>Benefits What are the benefits?</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?</p> 		<p>Outcome What is the end result? - A book - A website - An event</p> 																																																																			
<p>Actions Which activities need to be executed in order to reach a certain milestone?</p> 			<p>Costs What are the costs for realizing the project?</p> 																																																																		
<p>Resources What resources do we need in the project? - Physical (office, building, server) - Financial (money) - Human (time, knowledge)</p> 	<p>Context What are the known limitations of the project? - Physical (office, building, server) - Financial (money) - Human (time, knowledge, politics)</p> 	<p>Change What new ideas exist for improving the project? And what changes does it require?</p> 	<p>Risks Which risks may occur during the project? How do we treat these risks?</p> 																																																																		