

Project Overview

Project Name

Ensure the success of your team's project. Provide sufficient context on how the project came to be and, if applicable, include the latest actions, updates, or decisions regarding it.



Manager:	Write the name of the project manager
Leader:	Write the name of the project leader
Members:	<ul style="list-style-type: none">● Team A<ul style="list-style-type: none">○ Write the name of a team member○ Add other members● Team B<ul style="list-style-type: none">○ Write the name of a team member○ Add other members
Budget:	\$ 000 - \$ 000
Timeline:	DD/MM/YYYY - DD/MM/YYYY

Project Details

Background

Elaborate on the problem that this project is aiming to solve or address

Goals

Write the anticipated big-picture goals or outcomes from the project

Objective and Scope

- Identify the objectives you need to achieve your goals
- Set the scope of your project as well to keep on track
- Add more as needed

Deliverables

- Enumerate the items you need to complete to hit your objectives
- List down deliverables that are quantifiable or measurable

Add more as needed

Potential Obstacles

Identify the risks that might hinder or limit your project.

Project Approval

Prepared by:

Approved by:

POSITION

POSITION

DD/MM/YYYY

DD/MM/YYYY