SIMPLE PROJECT OUTLINE TEMPLATE

| PROJECT NAME | | | PROJECT MANAGER |
|-------------------------------|---------------------|----------------|-----------------|
| | | | |
| | | | |
| PROJECT SUMMARY | | | |
| PROJECT OBJECTIVES | | | |
| SCOPE OF WORK | | | |
| KEY DELIVERABLES | | | |
| key performance metrics | | | |
| PROJECT TIMELINE | ESTIMATED DURATION: | | |
| | PROJECT PHASES | KEY MILESTONES | |
| | | | |
| PROJECT TEAM | ROLE | RESPONSIBILITY | |
| | | | |
| | | | |
| | | | |
| | | | |

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