**[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11410&utm_source=integrated+content&utm_campaign=/content/project-summary-templates&utm_medium=One-Page+Project+Summary+doc+11410&lpa=One-Page+Project+Summary+doc+11410&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)ONE-PAGE PROJECT SUMMARY TEMPLATE**

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| **PROJECT  NAME** |  |
| **PROGRAM** |  |
| **PROJECT LEAD** |  |
| **PREPARED BY** |  |
| **DATE** |  |

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| **PROJECT MILESTONES** |  |
| **STATUS OVERVIEWS** |  |
| **NEW  REQUESTS** |  |
| **ISSUES**  **SUMMARY** |  |
| **PROJECT  BUDGET** |  |
| **PROJECT SCHEDULE** |  |
| **NECESSARY RESOURCES** |  |
| **PROJECT  NOTES** |  |

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