[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11426&utm_source=integrated+content&utm_campaign=/content/how-to-create-project-plan&utm_medium=Project+Overview+Statement+doc+11426&lpa=Project+Overview+Statement+doc+11426&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT OVERVIEW STATEMENT**

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| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | PROJECT LEADER |
|  |  |  |

# PROJECT OVERVIEW

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# PROJECT STATEMENT

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# PROJECT SCOPE

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# PROJECT MANAGER

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# PROJECT OPPORTUNITY

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# PROJECT GOALS & OBJECTIVES

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# KEY DELIVERABLES

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# SUCCESS METRICS

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# POTENTIAL RISKS & OBSTACLES

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# PROJECT SCHEDULE

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# PROJECT BUDGET

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# NECESSARY RESOURCES

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| --- | --- | --- | --- |
| OVERVIEW STATEMENT PREPARED BY | DATE | APPROVED BY | DATE |
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