**PROJECT OVERVIEW AND SCOPE**

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT NO. | DATE SUBMITTED |
|  | 123456-78 | 00/00/0000 |
| PROJECT OBJECTIVES  |
| Describe the high-level goals of the project and how they relate to overall business objectives. Include measurable success criteria. Cost, scheduling, and quality targets should list an absolute or relative value.  |

## Step 1. Project Deliverables

|  |  |
| --- | --- |
| DEL. NO. | DESCRIPTION |
| 1 | List all project deliverables and briefly describe each. Do not list dates.  |
| 2 | Deliverables should include outputs and ancillary results: PM reports, documentation, etc. |
| 3 | The level of detail will be dependent upon the project objectives. |

## Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section.

Do not list dates. Add more rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Work breakdown structure (WBS) attached? | YES | NO | *Provide link, if applicable.*  |
|  | X | N/A |

|  |  |  |
| --- | --- | --- |
| TASK NO. | DESCRIPTION | FOR DELIVERABLE NO. … ENTER TASK # |
| 1 | Planning |  |
| 2 | Execution | 1 |
| 3 | Evaluation | 1, 2 |

## Step 3. Out of Scope

|  |  |
| --- | --- |
| This project **will NOT accomplish** **or include** the following: | List deliverables or tasks that you will not complete or provide as outputs of this project. |

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