[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11556&utm_source=integrated+content&utm_campaign=/content/how-to-write-project-outline&utm_medium=Project+Outline+doc+11556&lpa=Project+Outline+doc+11556&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT OUTLINE TEMPLATE**

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

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| --- | --- | --- |
| PROJECT SUMMARY |  | |
| PROJECT OBJECTIVES |  | |
| SCOPE OF WORK |  | |
| KEY DELIVERABLES |  | |
| PROJECT TIMELINE |  | |
| PROJECT TEAM | ROLE | RESPONSIBILITY |
|  |  |
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|  |  |
|  |  |
| COMMENTS |  | |

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