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| --- | --- | --- | --- |
| **Project Name** |  | Project Number |  |
| **Project Team** |  | Prioritization |  |
| **Owner(s)** |  | Start Date: |  |
| Scheduled Completion Date: |  |

**NOTE: *Remove this note and all instructions in the template for a business professional document.***

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| Mission/ Purpose | *What is your project going to accomplish? How does this project relate to overall strategic goals and objectives of the company? Is it part of a program or larger project?*  |
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| **SOW: Project****Description and Project Product** | *What will this project create? What are the outcome products being created with this project? At a high level, how do you plan on completing the work required for this project? List at least five high-level deliverables (outputs) that will be generated from the execution of this project. This section will help to prepare for your project scope and WBS later in the course.**The SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable. This section should provide a general description of the project as well as highlight the project’s background and what is to be gained by the project. As the SOW often accompanies a request for proposal (RFP), the SOW introduction and background is necessary for bidding vendors to familiarize their organizations with the project.* |
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| Objectives | *What objective is this project designed to meet? List a high-level objective statement for the overall project and at least three to five goals required to meet this objective. These must be measurable. For example, if an objective of the project is the cut cost, then by how much will costs be cut?* |
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| **Business Need** | Why should we do this project? What will be gained, changed, or modified? Is there a financial or business reason to do this project? Explain, in detail, how this project will be beneficial to the project owner. |
|  |
| **Milestones**  | *What are the key milestone dates associated with the project? Milestones may show the completion of a set of major deliverables or phases. List at least 10 milestones and provide estimated end dates for each. Milestones must have associated dates.*  |
| **Budget** | *What is the estimated budget for this project? Do not research your project cost; this is an estimate. This does not need to be close to your project’s actual costs when your project planning is complete in Week 6. This is an order of magnitude estimate.*  |
|  | Estimated Labor |  |
|  | Estimated Materials |  |
|  | Estimated Contractors |  |
|  | Estimated Equipment and Facilities |  |
|  | Estimated Travel |  |
|  | **Total Estimated Cost** |  |
|  |
| **User Acceptance Criteria** | *What are the minimum success criteria as defined by the key stakeholders? How will you monitor and measure the project quality? How will the project owners determine if the project is a success or not? These must be detailed and measureable.*  |
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| **High-Level Project Assumptions** | *What are the assumptions on which the project is based? What 7–10 statements do you believe to be true or will become true about the project during project execution but cannot be sure at this time?* |
| **High-Level Project Constraints** | What are the major limiting factors that affect the project? What 8–10 rules, regulations, requirements, laws, processes, or procedures are you bound by on this project?  |
| **Exclusions and Boundaries**  | *What are the boundaries of the project? To ensure that your project scope is properly constrained, identify 8–10 things that will be excluded from the project plans. What items will be not be included in the project?* |

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| **Major Risks** | *What are the major risks affecting the project? List a minimum of 7 to 10 risks. These risks must occur during the project, not after the project finishes or before the project starts. The risks defined should be directly associated with the project implementation.* |
|  |
| **Work Breakdown Structure** *The PMBOK defines the WBS as “a deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables”. So your WBS should start by outlining those major deliverables you outlined in your SOW or in your scope document, if one has been developed. The lowest level of your WBS is called a work-package. Please review your textbook and the PMBOK on ways you can create your WBS. You should keep your WBS here at a very high-level. Here is a simple example of a WBS.* Project: Remodel Basement Room* + 1.0 Project Management
	+ 2.0 Structural Work
		- 2.1 Frame walls and door
		- 2.2 Install wallboard and tape/sand
		- 2.3 Install egress window
	+ 3.0 Electrical Work
		- 3.1 Install additional circuit
			* 3.1.1 Upgrade electrical service
			* 3.1.2 Install separate circuit for computer and lighting
		- 3.2 Run wiring
		- 3.3 Install outlets and ceiling lights
			* 3.4.1 Install GFI outlets
			* 3.4.2 Install track lighting opposite window
			* 3.4.3 Test
	+ 4.0 Paint Room
	+ 5.0 Lay Carpet

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|  |  |
| **Project Core Team** |    |
| **Subject Matter Experts (SMEs)** *(What resources will you need with special expertise?)* |  |
| **APPROVALS** |
| Type Name | Signature | Date |
| Project Manager Approval |  |  |
| **Customer/Sponsor Approval** |  |  |