

1. IDENTIFICATION

1.1. **Project Name:** _____

1.2. **Client Name:** _____

2. PROJECT OBJECTIVES

2.1. **Primary Objective:** _____

3. SCOPE

3.1. **Project Scope:** _____

3.2. **Deliverables:** _____

3.3. **Exclusions:** _____

4. ORGANIZATION

4.1. Project Management Structure

4.1.1. Client

Client Name

Client Address

Client Contact

4.1.2. Project Manager

Project Manager Name

Project Manager Address

Project Manager Contact

4.2. Project Team

Team Lead

Team Members

Team Roles

Team Schedule

Team Contact Information

5. RISK MANAGEMENT

5.1. **Risks:** _____

5.2. **Mitigation:** _____

5.3. **Contingency:** _____

6. BUDGET

6.1. **Budget:** _____

6.2. **Cost Breakdown:** _____

6.3. **Revenue:** _____

7. SCHEDULE

7.1. **Start Date:** _____

7.2. **End Date:** _____

7.3. **Key Milestones:** _____

7.4. **Dependencies:** _____

7.5. **Resource Allocation:** _____

7.6. **Communication Plan:** _____

7.7. **Reporting Schedule:** _____

7.8. **Approval Process:** _____