

Project Sponsor:

Project Manager:

Project Opportunity

Describe the value of the project to the department and the school

Objective

Write a concise statement of the objectives we hope to achieve

Examples of what to think about when developing this section:

- Ensure accuracy of _____
- Ensure transparency of _____
- Develop and maintain workflow for _____ **decreasing** the chances for errors or drops and **increasing** the time to resolution or completion

Stakeholders

Answer Who is impacted? Answer who we need input from? Answer who will ultimately approve or weigh in school impact/acceptance of the project (essentially get a blessing of approval)

Examples: Customers (faculty, staff and students) Director of Communications; Leadership

Scope:

Scope creep is a historical issue with projects and inevitable if project managers (PM) are not clear with what is IN scope and what is OUT of scope. It is critical that these decisions are not made in a bubble – without holistic input. To minimize the risk of failure a healthy comprehensive exercise of defining what we are including IN Scope and OUT of Scope will help us keep on task, on time and not overwhelmed. Some projects may require each phase of the project to be scoped. That’s up to the PM to decide what they need to focus.

IN	OUT

Goals

In this section identify the tangible changes and work product developed throughout the project. Project Managers

Examples:

- Develop a process for single point of contact for all requests
- Provide transparency for customers _____
- Identify roles and responsibilities in the process
- Develop training and communications plan for the new process
- Develop a process that ensures a maximum duration of ___ business days from start to finish
- Develop streamlined cross-collaborative workflow

Project Team:

Project Date: