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| **Prepared by** | **Date**  | **Executive Sponsor** |
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| **Project Information** |
| **Project Aim** |  |
| **Rationale** | *(Provide reason for the project. Identify the problem to be addressed.)* |
| **Key Area of Focus** |  |
| **Start Date** |  | **Projected End Date** |  |
| **Project Objectives (SMART):** |  |
| *Statements of specific, measureable, achievable, relevant, timely outcomes* |
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| **Project Scope – IN** | **Project Scope - OUT** |
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| **Expected Benefits:****Benefit**  | **Measure** | Stakeholder |
| *What is the benefit?* | *What is the measure?* | *Who benefits?* |
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| **Expected implementation costs:** |
| **Costs** |  | **Estimated costs** | **Stakeholder** |
| *Description of the cost* | *What are the estimated costs?* | *Who will experience the cost?* |
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| **Milestone** | Start Out | Define & Scope | Measure & Understand | Design & Plan | Pilot & Implement | Sustain & Share |
| **Target Completion Date** |  |  |  |  |  |  |
| **Project Team:** | **Role:** | **Time commitment:** |
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| **Additional Resource Requirements:** |
| *e.g. staff time, specialist/expert input, equipment and materials.*  |
| **Additional Information:** |
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