

PROJECT NAME _____

PURPOSE (Strategic Objective) _____



OBJECTIVE

(Infinitive verb + Product)



PRODUCT/SERVICE CHARACTERISTICS

(Describe the maximum number of characteristics)



STAKEHOLDERS

(Sponsor, Costumer, Team and Resistant)



ASSUMPTIONS & CONSTRAINTS

(What do you MUST consider?)



RISKS

(What can affect?)



JUSTIFICATION

(List of problems)



SCOPE

(What will be done?)



DELIVERABLE

(Write in a simple past form. Ex: Status Report Done or Status Report Approved)



DATES

(for each Deliverable)



INVESTMENT

(for each Deliverable)



BENEFITS

(What are the gains?)



OUT OF SCOPE

(What will NOT be done?)