Project Description / Purpose

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| --- | --- |
| **Project Name:** | *Enter the name of the project* |
| **Department / Unit:** | *Enter the department or operational unit that owns the process* |
| **Process:** | *Enter the process that is being worked on during this project* |
| **Project Description / Purpose** |
| *Enter a brief description of the project, the purpose for conducting the project and a general description of what is expected to result from the project.* |

Project Overview

|  |  |
| --- | --- |
| **Problem Summary:** | *Enter description of problem or performance gap identified here. Include descriptions of the impact to customers and the organization.* |
| **Goal / Desired Outcomes:** | *Describe the goal(s) and desired outcomes of the project* |
| **Business Case / Benefits:** | *Enter a description of the expected benefits here* |
| **Project Budget / Costs:** | *Enter a description of the expected costs and needed budget here* |

Timeline

|  |  |
| --- | --- |
|  | **Tollgate / Completion Date** |
| **Define** | *Enter planned completion date for this phase of the project* |
| **Measure** | *Enter planned completion date for this phase of the project* |
| **Analyze** | *Enter planned completion date for this phase of the project* |
| **Improve** | *Enter planned completion date for this phase of the project* |
| **Control** | *Enter planned completion date for this phase of the project* |

Project Scope

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| --- |
| **Describe The Project Objectives That Are In Scope** |
| *Enter a description of the objectives that are in scope here* |
| **Describe The Project Objectives And Activities That Are Out Of Scope** |
| *Enter description of the objectives or activities that are out of scope here* |

Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Lead/Green Belt:** | *(Example: Ann Burr)* | **Project Champion:** | *(Example: Chris Patrick)* |
| **Process Owner/Sponsor:** | *(Example: Dan Holder)* | **Process Manager:** | *(Example: Kevin Holmes)* |

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| **Stakeholders** |
| **Stakeholder** | **Title** | **Department** | **Organization** |
| *(Example: Arthur Lacy)* | *Senior Manager* | *Business and Finance* | *ASU* |
| *(Example: Rhonda Graft)* | *Associate Director* | *Business and Finance* | *ASU* |
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| **Project Team Members / Subject Matter Experts** |
| **Name** | **Team Role** |
| *(Example: Catherine Moriarty)* | *(Service Process SME)* |
| *(Example: James Welch)* | *(IT Systems SME)* |
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Signatures

|  |  |
| --- | --- |
| **Process Owner / Sponsor** |  |
| **Champion** |  |
| **Team Leader / Green Belt** |  |