

Project Planning Template

Project Name			
Project Sponsor		Project Manager	
Date of Approval		Last Revision Date	
Scope / Need / Idea	List at a high level what is in the scope of the project or what the specific need is.		
Excluded	List what is not included in the scope.		
Beneficiaries	Identify who or what benefits from this project.		
Deliverables	List the top level deliverables or outcomes that will result from this project being completed successfully.		
Constraints	List any constraints or obstacles that will affect the project being completed on time and on budget.		
Project Team / Roles	Name	Role	

Project Planning Template

Outcomes	Activities	Measure of Success	Timeline

