**Project Title**

**author names**

**Executive Summary**

Give a brief overview of the project here.

# Company Background

## About XXX

Provide a brief description of the company history and general information about the size, location, and products/services of the company. You may also want to put more emphasis on the aspects of the company that is related to the project.

## The Current Operations

Provide a detailed description of the company’s operations that is related to the project. You should also support your description with exhibits and diagrams as well as explain how the data is collected.

# Project description

## Project Opportunity

Describe the main issue addressed in this project and give an overview of the challenges and opportunities to address the issue.

## Project Objective

Describe the main business outcome this project hopes to achieve

## Project Deliverables

Describe the final deliverables that will be provided by the project team.

## Project Roles

### The Team’s Role

### The Company’s Role

## Project Timetable

Describe key milestones of the project. Specify what is to be achieved by when and how the project execution is facilitated.

# Risks

List any major risks to project progress, as well as their anticipated impacts and any mitigation strategies put in place.

# Communication Plan

Describe the frequency and nature (phone, email, etc.) of updates that the team will provide to the project sponsor.

# Assumptions and Exclusions

List any assumptions about the project (e.g. resource availability) and items that will be excluded from the project (e.g. implementation, training, etc.)