Project Information

|  |  |
| --- | --- |
| Project # |  |
| Project Name |  |
| Owner |  | Start Date |  | End Date |  |
| Category | (Cost Savings, Customer Satisfaction, Process Improvement, etc.) |
| Target (units) | 2018 |  | 2019 |  | 2020 |  |
| Description |  |
| Objectives |  |

Project Scope & Dependencies

|  |  |  |  |
| --- | --- | --- | --- |
| Business Area | Description of Dependency | Target | Impacts |
|  |  |  |  |
|  |  |  |  |

Project Metrics

|  |  |  |  |
| --- | --- | --- | --- |
| 2017 Costs |  | Drivers  |  |
| 2018 Bus. Plan |  | Drivers |  |

Project Resources

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Business Sponsor |  | Hrs. / Wk. |  | Duration |  |
| Program Owner |  | Hrs. / Wk. |  | Duration |  |
| Program Manager |  | Hrs. / Wk. |  | Duration |  |

Project Milestones

|  |  |  |
| --- | --- | --- |
| Milestone | Target Date | % Benefit |
|  |  |  |
|  |  |  |

Assumptions / Success Factors

|  |  |
| --- | --- |
| **Assumptions** |  |
| **Critical Success Factors** |  |

Project Risks

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability | Mitigating Action | Owner |
|  |  |  |  |

Reference Documents

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Work Plan** |  | **Owner** |  |
| **Benefit Summary** |  | **Owner** |  |