

The Project Summary Document



PROJECT NAME: Project Partners IT Services

PROJECT MANAGER	<i>one person will be assigned as the Project Lead</i>	SPONSOR:	<i>this is the person paying for the project</i>
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BUSINESS PRODUCT OWNER:

ONE LINE PROJECT DESCRIPTION: *The MANDATE - A one liner about what the project is and the outcome seeking to be achieved*

SCOPE		FINANCIALS	
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BACKGROUND	OBJECTIVES	BUDGET/ESTIMATED COSTS	BENEFITS
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<ul style="list-style-type: none">WHY this project came about	<ul style="list-style-type: none">the reasons for doing this project and what the outcome would be including what would happen if we didn't do it	<ul style="list-style-type: none">how much budget has been applied and, how much it is estimated to cost, to deliver the outcome	<p>To the Client</p> <p>To Partners</p>
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PROBLEM STATEMENT	DELIVERABLES	CRITICAL SUCCESS FACTORS	WHAT'S IN IT FOR THE END USER?
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<ul style="list-style-type: none">a succinct, plain English description of the problem we are trying to solve by delivering this project	<ul style="list-style-type: none">the key high-level outputs that will be built	<ul style="list-style-type: none">What are the metric outcomes and feedback you are looking to achieve – how you will know it's been successful	<ul style="list-style-type: none">the benefits to the end user (customer or client). To be used when selling/marketing the thing you are doing to the end user
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PLAN: from your WORKSHOP - when each task will happen and what the workstreams are

WORKSTREAM	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 21	Dec 21

PEOPLE

- the people that are making the change

ASSUMPTIONS & DEPENDENCIES

- what you have assumed when building the plan and what you are dependent on happening in order to deliver

RISKS

- what MAY stop you from delivering the plan?

ISSUES

- what has ALREADY been identified as a problem that needs resolving?