# [Insert Project Name]

[Include a brief statement of the overall need and the objective of the project.]

# Project Scope

## Deliverables

* [List the major deliverables]

## Phases

* [List the major phases of work]

# Project Schedule

[State the overall start, duration and finish dates.]

[Insert a high-level summary Gantt chart with dates]

# Project Budget

The total budget for this project is [Total]. The following is a breakdown of the estimated baseline costs by project phase, including labour and material costs and contingency reserves.

|  |  |
| --- | --- |
| Summary Task | Cost |
|  |  |
|  |  |
| Sub-total |  |
| Contingency (10%) |  |
| TOTAL |  |

# Project Risk Management

The following table represents only the highest exposure risks on this project.

| Risk Event | Exposure | Response Strategy |
| --- | --- | --- |
|  |  |  |
|  |  |  |

| Stakeholder | Name | Telephone | Email |
| --- | --- | --- | --- |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |