

PROJECT MANAGEMENT OVERVIEW TEMPLATE

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Template begins on page 2



PROJECT MANAGER

TITLE

DATE

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EMAIL

PHONE

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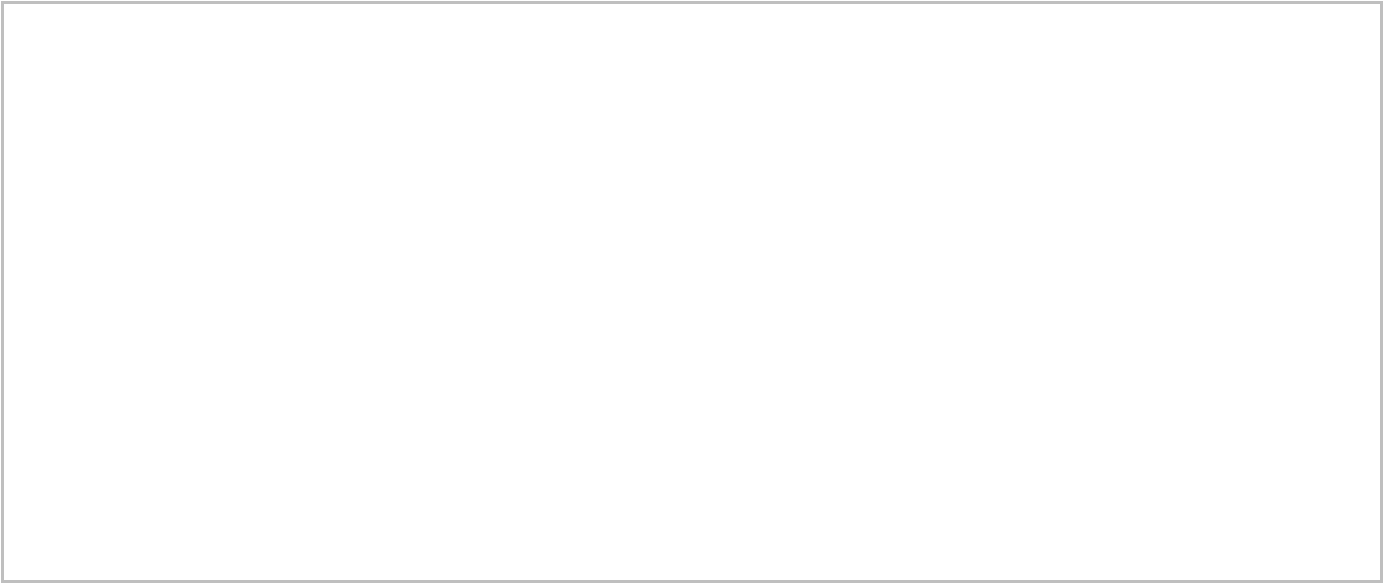
TABLE OF CONTENTS

- 1. PROJECT SCOPE STATEMENT.....3
- 2. PROJECT BACKGROUND.....3
- 3. BUSINESS CASE.....3
- 4. KEY DELIVERABLES4
- 5. POTENTIAL SETBACKS OR LIMITATIONS4
- 6. TEAM MEMBERS5
- 7. KEY STAKEHOLDERS6
- 8. PROJECT SCOPE.....7
 - 8.1 IN SCOPE7
 - 8.2 OUT OF SCOPE.....7
- 9. PROJECT SCHEDULE.....7

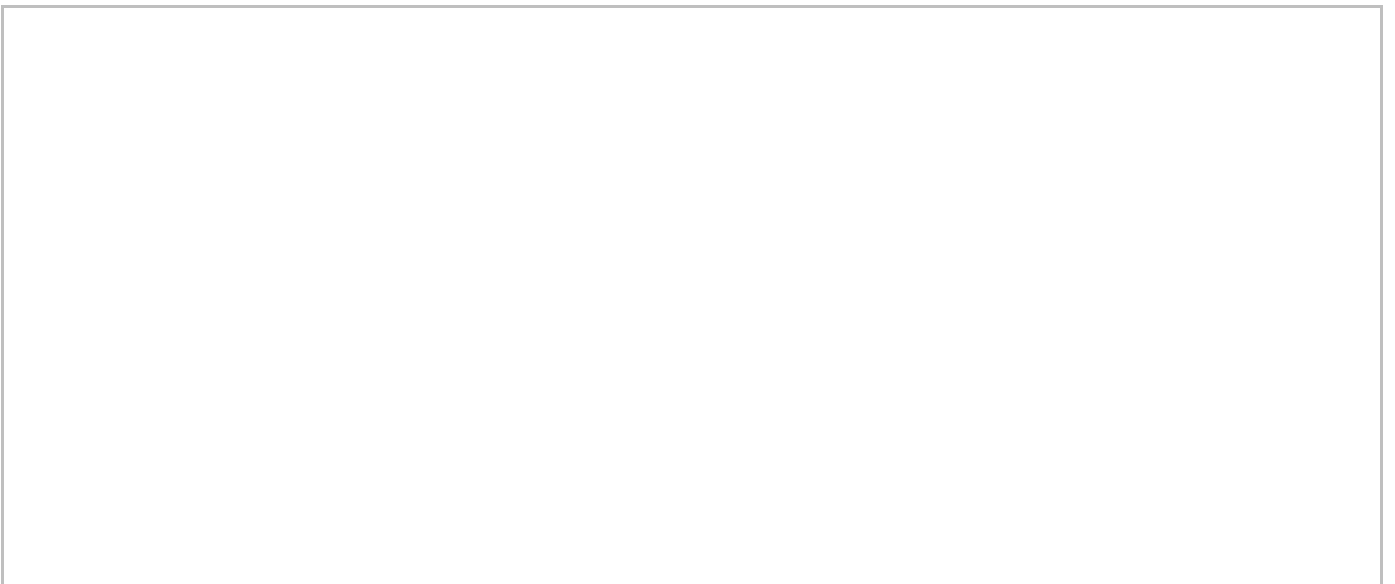
1. PROJECT SCOPE STATEMENT



2. PROJECT BACKGROUND



3. BUSINESS CASE



4. KEY DELIVERABLES

[Empty box for Key Deliverables]

5. POTENTIAL SETBACKS OR LIMITATIONS

[Empty box for Potential Setbacks or Limitations]

6. TEAM MEMBERS

NAME	TITLE / ROLE	PHONE	EMAIL

7. KEY STAKEHOLDERS

ROLE	NAME	RESPONSIBILITIES	PHONE	EMAIL

8. PROJECT SCOPE

8.1 IN SCOPE

8.2 OUT OF SCOPE

9. PROJECT SCHEDULE

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