|  |  |  |  |
| --- | --- | --- | --- |
| **Project Information** | | | |
| **Project Title** |  | | |
| **Project Manager** |  | | |
| **Sponsor** |  | | |
| **Creation Date** |  | **Revision Date** |  |
| **Created By** | *List all contributors* | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Requirements** | | | |
| **Stakeholder** | **Requirement** | **Acceptance Criteria** | **Priority** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Milestones & Schedule** | | |
| **WBS** | **Milestone** | **Estimated Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Budget** | | |
| **Item** | **Amount** | **Account #** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Approvals** | | |
| **Role** | **Signature** | **Date** |
| **Prepared by** | (Project Manager) |  |
| **Approved by** | (Sponsor) |  |
| **Accepted by** | (CIO) |  |