

# Project START Template

*A project is a temporary endeavor that has a desired end result. We will label any set of tasks a project that requires more than one person to execute, takes more than 15 man-hours for completion, and is not a reoccurring task.*

## 1. PURPOSE OF A PROJECT START

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To document:

- The vision of the project
- The key stakeholders
- Any constraints—in terms of time, scope, or budget
- Important information that will effect the outcome

## 2. USES OF A PROJECT START DOCUMENT

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- **As an authorization document** – using a comparable format allows multiple projects to be ranked and given priority.
- **As a sales document for the project** – a 1-2 page summary of the project to distribute and present the project to make people aware of the project and get buy in..
- **As a focus point throughout the project**
- **As the tool to defend against scope creep.** Changes to the scope require a reevaluation of the timeline and budget.

# Title—Project Start

Monday, December 5, 2011

## **Project Initiator(s):**

**Project Sponsor:** Leave blank until someone with decision making authority sponsors.

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## **PROJECT MANDATE**

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### **CONCEPT**

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- What is the elevator pitch for the project?

### **OUTCOME**

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- What change will be made by the project?

### **CONSTRAINTS**

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- What are the limiting factors on this project—generally in terms of time, quality, or budget?

### **BUDGET**

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- What are the expected income and expenses for the project?

### **OBJECTIVES**

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- What will a win look like?

### **ASSUMPTIONS**

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- What are the assumptions that you have?

### **SCOPE**

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- What work will need to be done to deliver the outcome?

If you use this doc, please send some folks over to [mikeyanderson.com](http://mikeyanderson.com) for more project resources. ~Mike

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## **MILESTONES & KNOWN TIMELINE**

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- If there are hard deadlines on this project, when will the major deliverables need to be done?

## **IMPACT STATEMENT**

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- How will the project effect the rest of the organization in terms of ongoing cost and added operations?

## **ROLES AND RESPONSIBILITIES**

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- Who will be responsible for what?