

1. PROJECT TITLE: _____

2. PROJECT NUMBER: _____

3. PROJECT LOCATION: _____

4. PROJECT DESCRIPTION: _____

5. PROJECT BUDGET: _____

6. PROJECT SCHEDULE: _____

7. PROJECT RISK ASSESSMENT: _____

8. PROJECT BENEFITS: _____

9. PROJECT STAKEHOLDERS: _____

10. PROJECT CONTACT INFORMATION: _____

11. PROJECT APPROVAL: _____

12. PROJECT SIGNATURE: _____

13. PROJECT COMMENTS: _____

14. PROJECT DATE: _____

15. PROJECT STATUS: _____

16. PROJECT NEXT STEPS: _____

17. PROJECT CONTACT: _____

18. PROJECT PHONE: _____

19. PROJECT FAX: _____

20. PROJECT EMAIL: _____

21. PROJECT WEBSITE: _____

22. PROJECT SOCIAL MEDIA: _____

