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| **Project Name** | **Project ID** | **Project Manager** |
|  |  |  |
| **Business Process Owner** | **Project Sponsor** | **Project Executive Sponsor** |
|  |  |  |

**EXECUTIVE SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Status** | | | |
| **PRE-INITIATING** | **INITIATING** | **PLANNING** | **EXECUTION/IMPLEMENT** |
| *List % complete, e.g., 100% complete* | *List % complete (remove color if not completed)* | *List % complete (remove color if not completed)* | *List % complete (remove color if not completed)* |
| **Estimated Start Date** | | **Estimated End Date** | |
|  | |  | |

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| **Project Purpose and Scope** |
| *Input the purpose and objectives from the Project Charter. Include major deliverables from the Work Breakdown Structure and key requirements from the Requirements Traceability Matrix. May Include key out of scope items to clarify.* |
| **Baseline Current State** |
| *Current Situation: Important historical background and “as-is” situation.* |
| **Project Driver(s) and Benefits** |
| *List a brief description of why the project was initiated and approved for planning - opportunities to be gained or threats to be avoided (e.g., gain process efficiencies, comply with regulatory changes, mitigate risk, increase revenue, etc.) and the major benefits of the project once it is completed.* |
| **Project Stakeholders (Internal and External)** |
| *Type in who the project will benefit and who the key internal and external stakeholders are from the Stakeholder Matrix, and, if contracted services are needed, who is being considered as potential vendors from the Procurement Matrix.* |

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| **Project Resources** | | | |
| *Type in the key internal resources for this project from a Roles and Responsibilities document and a Responsibility Assignment Matrix.* | | | |
| **Current Number of Resources Required** | | **Number of Resources Required for Ongoing Support** | |
| # of FTE’s: | FTE Role: | # of FTE’s: | FTE Role: |

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| **Communication Keys** |
| *List the key project communication deliverables, reports, meetings and document repository site from the Communication Matrix.* |

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| **Key Milestones** |
| *Type in current and future key milestones and dates from the Work Breakdown Schedule.* |
| Notes/Considerations |

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| **Project Risks** |
| *List the high probability high impact risks from a Risk Assessment Map document. If more information is required, a Risk Response Plan may be provided for the identified risk(s).* |

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| **Project Funding Information** | |
| *List high level deliverable summary of project costs from more detailed life-cycle Cost Estimate Worksheets.* | |
| Software |  |
| Hardware |  |
| Professional Services |  |
| Other |  |
| **COST TOTAL PLANNED** |  |
| Estimated cost of not doing project |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Estimate** | | | | | |
| Amount Spent To Date: | | Amount Allocated to be Spent: | | Amount Estimated but not Allocated: | |
| **Expected Total Cost of Ownership (TCO) and Return on Investment (ROI)** | | | | | |
| Benefits description (qualitative expected return): | | | $ Value of benefits (quantitative expected return): | | |
| **Alternative** | **TCO** | | **ROI** | | **Payback Years** |
|  | $ | | % | |  |

|  |  |
| --- | --- |
| **Funding Plan and Sources** | |
| *Description of funding* | General Funds  Special Funds  Federal Funds Private Funds  County Funds  Trust Funds  Revolving Funds  Federal Stimulus Funds  General Obligation Bond Funds  General Obligation Reimbursable Bond Funds  Revenue Bond Funds  Interdepartmental Transfers  Other Funds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Project Quality Metrics** |
| *List the key success criteria upon which the project will be measured against at completion from the Quality Metrics.* |

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| **Procurement Needs** |
| *List the key procurement items and procurement approach from the Procurement Matrix.* |

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| **Supporting Documentation** |
| *List any supporting documentation that is to be included.* |

**APPROVAL DETAILS**

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| --- | --- | --- |
| **Role** | **Name** | **Signature/Approval and Date** |
| Program Governance Committee (PGC) |  |  |
| Project Executive Sponsor |  |  |
| Project Sponsor |  |  |
| Program Manager |  |  |
| Project Manager |  |  |
| Business Process Owner |  |  |