Project: **Created by:**   **Date:**

Client & Goal
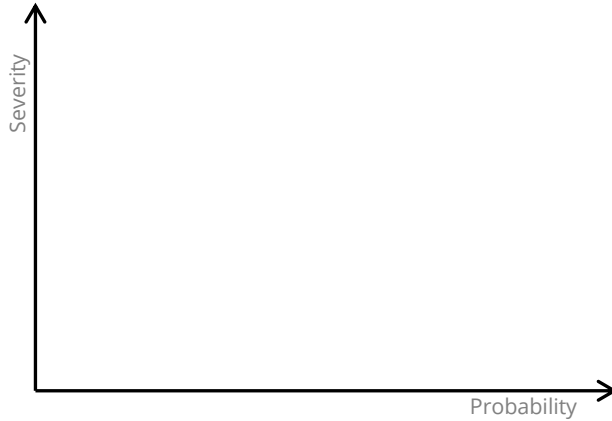Who is the Client of the project? What is the SMART objective?

Deliverables
What project results and artifacts will be expected and delivered?

Project Organisation
Who is part of the Project Team, Steering Committee, Project Manager etc.?

Risk
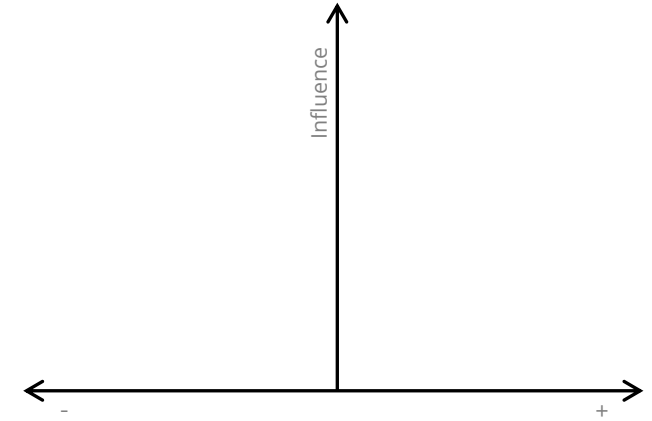What could endanger the project's progress / delivery?

Severity

Probability

Damage
What negative effects could the project results have?

Severity

Probability

Key Stakeholders
Who else is interested in or affected by the project?

Influence

−   +

Timeline & Constraints
What are major milestones
and deadlines?