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

## Goal & Benefit
What is the SMART objective of the project?
Why is the project worth doing?

## Deliverables
What are the project's results and documents?
How will the results be delivered?

## Project Organisation
Who is part of the project team, steering committee etc.?
Who is the project's client?
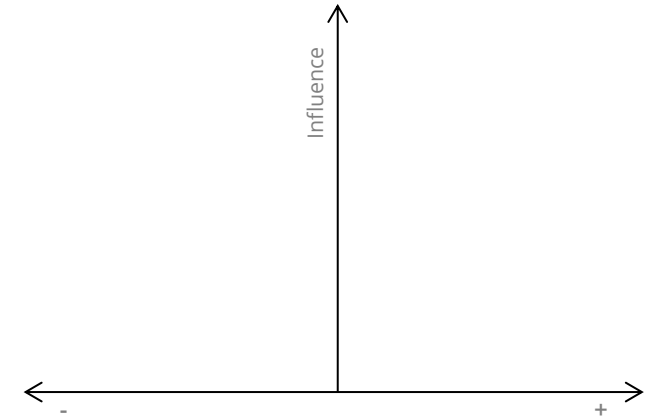
## Risk
What could endanger the project's progress / result?

Severity ↑

→ Probability

## Damage
What negative effects could the project results have?

Severity ↑

→ Probability

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

Influence ↑

← - ... + →

## Timeline & Constraints
What are major milestones
and deadlines?