

Project Summary

Present Date: _____ Update Number: _____

This template documents all the critical steps in a project startup. Use it to execute this planning process thoroughly and timely.

PROJECT DEFINITION	Scheduled Completion	Status	Expected Completion
Project Work Breakdown Structure (WBS)			
Estimation of resource requirements, task durations, and completion of resource pre-commitment agreements			
Program Evaluation and Review (PERT)			
Implementation Schedule (Gantt)			
Risk Analysis			
Resource Requirements vs. Resource			
Availability Decisions			
Project Cost Estimate			
Project Monitoring System			
Project Completion			
Project Close-out Report			