**Project Name: < Project Name >**

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Montclair State University – Proprietary

Use Pursuant to Organization Instructions

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< Blue Text within angle brackets “< - >” in this template is guidance information and blue text without brackets is example data. All blue text must be replaced and turned to black text or removed when creating the final document. >

# DEFINITIONS

Standard acronyms and definitions are contained in OM-STD-003 *Standard Definitions and Acronyms*. Significant definitions required by this document are listed in the table below.

| **Term** | **Definition** |
| --- | --- |
|  |  |
|  |  |
|  |  |

# PROJECT OVERVIEW

< Enter a paragraph briefly describing the purpose of this project. >

## Project Objectives

< Describe the objectives for this project – when these objectives are achieved, the project is complete >

## Project Scope

< This section should define at a high level, the intended scope for this project. This would include impacted systems and departments. >

## Sponsor, Customers, Stakeholders

**Sponsor:**

< Identify the Sponsor or sponsoring organization for this project. >

**Customers:**

< Identify the user groups that will benefit from this project. >

**Stakeholders:**

< Identify key stakeholders – people who need to be informed or will contribute to the project without being project team members. >

## Benefits

< Describe the expected benefits from completing this project >

## Key Requirements

< List key requirements that must be met by the objectives above >

## Major Deliverables

< List the key deliverable products, services, or functionality that are a result of this project. >

## Work Breakdown

< List here the major areas of work required for this project. Costs and status are to be tracked against this work breakdown. Schedules will reflect these major areas. >

## Project Duration and Milestone Dates

< Enter a bullet list of significant milestone dates. As a minimum enter expected project start and end. >

* Project Planning Complete: < Date >
* < Milestone > < Date >
* Project Complete: < Date >

## Vendor Management

< Explain here how vendors, contractors, business partners will be used on this project. Describe how they will be selected and managed on the project. Break out estimated vendor costs in the Cost Breakdown table below. >

## Cost Breakdown

< List major cost items to be budgeted and tracked. These will be compared against the Benefits listed above to justify the project. >

| **Cost Item** | **Vendor** | **When Needed / Phase** | **Estimated Cost** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PROJECT ORGANIZATION

< Describe the expected project team and major roles and responsibilities. List key individuals that may be required on the project team. >

| **Role** | **Name** | **Responsibilities** |
| --- | --- | --- |
| Project Manager |  |  |
|  |  |  |
|  |  |  |

< Further description of team - consider pasting in an organization chart >

# DOCUMENT CONTROL

## Document Version

| **Version** | **Date** | **Author** | **Change** |
| --- | --- | --- | --- |
| 1.0 | 01-Nov-2013 |  |  |
|  |  |  |  |

## Document Approval

This plan is approved by the persons named below. Signatures are on file.

| **Title** | **Name** | **Approval Date** |
| --- | --- | --- |
| Executive Director |  | 01-Nov-2013 |
|  |  |  |
|  |  |  |

## Document Change Control

This document is under the control of the Project Manager. Change requests or updates are submitted to the Project Manager for consideration. The approvers listed above will consider and approve document revisions.

## References

< Enter all and only documents that are actually referenced in the text of this document >

* OM-STD-003 – *Standard Definitions and Acronyms*
* < Doc ID > - Document Name