

SYNOPSIS

1. The purpose of this document is to provide a summary of the project's objectives, scope, and deliverables.

Project Objectives	Project Scope	Project Deliverables	Project Milestones			
			Milestone 1	Milestone 2	Milestone 3	Milestone 4
Objective 1: Define project goals and objectives.	Scope 1: Identify project boundaries and constraints.	Deliverable 1: Project charter and scope statement.	1.1.1. Define project goals and objectives.	1.1.2. Identify project boundaries and constraints.	1.1.3. Develop project charter and scope statement.	1.1.4. Review and approve project charter and scope statement.
Objective 2: Develop project plan and schedule.	Scope 2: Develop project plan and schedule.	Deliverable 2: Project plan and schedule.	2.1.1. Develop project plan and schedule.	2.1.2. Identify project risks and opportunities.	2.1.3. Develop risk management plan.	2.1.4. Review and approve project plan and schedule.
Objective 3: Execute project plan and schedule.	Scope 3: Execute project plan and schedule.	Deliverable 3: Project execution and monitoring.	3.1.1. Execute project plan and schedule.	3.1.2. Monitor project progress and performance.	3.1.3. Report project status and progress.	3.1.4. Review and approve project execution and monitoring.
Objective 4: Close project and evaluate results.	Scope 4: Close project and evaluate results.	Deliverable 4: Project closure and evaluation.	4.1.1. Close project and evaluate results.	4.1.2. Conduct project post-mortem and lessons learned.	4.1.3. Develop project closure and evaluation report.	4.1.4. Review and approve project closure and evaluation report.