

Project Title

Last updated: Date

PRODUCT NAME	Enter your project title here
PRODUCT OWNER	Who has the main responsibility for decision making?
START DATE	
ESTIMATED GO LIVE DATE	

REFERENCE MATERIAL	USE
DESIGN DOCUMENT	Provides project overview
PROPOSAL DOC	Where potential features, conversations are documented
TECHNICAL DOC	Architecture and troubleshooting
MEETING NOTES	Any meeting notes used to track tasks/action items
IDEAS	Initial notes from design meeting

Short Product Overview

Purpose:

Give a quick summary of what your project is, who it is for and the purpose of the project.

Team Members & Responsibilities:

A list of who is working on the project, what their roles and responsibilities are and any holidays taken during the development of the product. Members should have a backfill plan or escalation path.

Tentative schedule:

MILESTONE	STATUS	START DATE	DUE DATE	OWNER

In Scope:

Write a list of what features are able to be made in the time scale approved.

Out of Scope:

A list of features that won't make it into the initial schedule. This can later be referred to if there is time leftover or additional budget for extension.

Holidays, Events, Vacations:

TEAM MEMBER	DAYS	DATES	BACKFILL