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| --- | --- | --- | --- |
| **Project:** |  | **Project number:** |  |
| **Project manager:** |  | **Project owner / sponsor:** |  |

|  |  |
| --- | --- |
| **Background:** | **Problem / opportunity, previous history** |
|  *(What triggered the project, what are the project’s origins? If applicable and relevant – previous history; e.g. similar projects)* |

|  |  |
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| **Objectives:** | **Result objectives:**  |
| *(What do we want to achieve by the end of the project?)* |
| **Benefit objectives:**  |
| *(What are the costumer’s benefits of the project?)* |
| **Process Objectives:**  |
| *(What do we want to achieve over the course of the project; e.g. acceptance)* |
| **Non objectives /out of scope:** |
|  |

|  |  |
| --- | --- |
| **Project content:** | **Main tasks:** |
| *Which main tasks are necessary for achieving the objectives? (e.g. analysis, procurement, construction, preparation, execution, marketing)* |
| **Components:** |
| *To which components, contents, and scope of work do the main tasks correspond? (E.g. property, building construction, building services, infrastructure, main processes, sites, …………)* |

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| **Critical success factors** | *These factors can highly influence the project’s failure or success.* |

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| --- | --- | --- | --- | --- |
| **Schedule:** | **Event** | **Date** | **Event** | **Date** |
| Project start |  |  |  |
| *(e.g. first meeting)* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Project end |  |

|  |  |  |  |  |
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| **Costs:** | **capital expenditure:** | **external operating costs:** | **internal operating costs:** | **internal hours:** |
|  |  |  |  |

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| --- | --- | --- | --- |
| **Project organization:** | **Role** | **Name** | **Comment (e.g. tasks)** |
| **Project owner (internal)** |  |  |
| **Project manager** |  |  |
| **Project team** |  |  |
| **Extended team** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signatures** | **Role** | **Name** | **Signature** |
| **Project owner (internal)** |  |  |
| **Project manager** |  |  |
| **Other** |  |  |