Project:
Last Updated:
Team Leader:

State the problem and the objective of the project.
      What are we trying to do with this project?

Timeline

Budget
      Expenditures
      Expected savings/revenues
      Expected Return on Investment

Research: What factors do we need to consider in finding the solution?
      Collect information from users, stakeholders, finance, management, vendors.

Possible solutions
      What are the possible solutions?
      What tools do we use to evaluate the possible solutions?

Evaluate the solutions

Recommendation on action