

Project on Paper Template

Project Name (Optional):

What to do?

{Explain idea, action, project scope, out of scope}

Why to do:

{Explain rational, why you are proposing this project?}

Risks:

{What are the known risks?}

Opportunities:

{What are the benefits of project outcomes?}

Alignment:

{How proposed project aligns to corporate strategy, mission, vision and values?}

