

Project	Title of the project – could include hypothesis, question as title focus.
Purpose	Why has this project been proposed?
What do we want to know (key questions) or do?	List all relevant or key points.
Other linking factors or background information needed:	What has been done or completed previously?
Proposed format:	What are the project deliverables?
Who needs (or may need) to know about this project?	
Who else needs to be involved in this project?	
Methodology or process	(Outline how the project will be conducted)
Estimated completion date	
Estimate budget	