**Project Name:** [project name]

**Project Description:**

[description]

**Project Team Leader** (name, affiliation, contact info)**:** [John Doe]

**Other Project Team Members:**

* [Jane Doe]

**Who else should be involved in this project? (person or organization)**

* [business]

**What are the goals of your project:**

* [To…]

**What are some strategies for achieving those goals:**

[we plan to…]

**What are the desired outcomes? At the end of the project, what will be different, better, more or less of?**

[response]

**How will you measure the success of your project?**

[response]