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| **Project Name:**   |
| **Project Manager:**   **Date Approved:**   |
| **Business Need:** | Detailed description of the problem being addressed.Rationale for embarking on this project.Linkage to the association’s key strategic priorities.Who or what situation/condition is driving this project.Project priority and importance. |
| **Project Objectives:** | Main project requirements.Opportunity for improved functions, services, or facilities.Consider safety issues, improved performance, & reduced future costs. |
| **Costs & Benefits:** | Analysis of the business benefits and estimated costs.What business areas receive the most benefits.Consider funding alternatives.Cost of the status quo. |
| **Risks, Assumptions & Constraints:** | Analysis of the business risks, and issues.Limiting constraints such as cost, difficulty, likelihood of success.Industry standards and regulations impact.Project management knowledge and skills.Assumptions narrowing range of solutions (e.g., outsourcing option).Consequences of not addressing the problem and not doing the project. |
| **Scope:** | Extent of what will be addressed by this project/phase.Rationale for limiting or expanding scope. |
| **Implementation Options:** | Alternative solutions available and ones being considered.Evaluation of in-house capabilities (as appropriate).Preferred solution and rationale.Consideration of current vendor relationships and experiences.Identification of at least 3 possible solutions/vendors.Vendor evaluation (for outsourced work) criteria and approach. |
| **Implementation Plan:** | Key milestones and project timing.A summarized plan for implementation that includes a schedule and financial impact.Possible unknowns impacting project schedule. |