



Note: In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

Product Vision		Date	Rev.	Focus	
<i>Enter an abbreviated version of the product vision from the Vision Statement</i>		99/99/99	A	<i>Enter focus of new project / product</i>	
		<b>Mission Statement</b>		<b>Success Criteria</b>	
		<i>Enter a statement that describes the overall objectives of the project.</i>		<i>Enter how you will measure success in achieving project vision.</i>	
Target Objectives		Key Deliverables			
<i>Finalize organizational structure</i>	99/99/99	<i>Approved organization chart</i>		<i>Agile training complete</i>	
<i>Obtain budget approval</i>	99/99/99	<i>Approved budget</i>		<i>Documentation deliverables defined</i>	
<i>Hire contract personnel</i>	99/99/99	<i>Integration of team members</i>			
<i>Final review of team members</i>	99/99/99				
<i>Train personnel in Agile</i>	99/99/99				
Team Members		Timeline			
Name	Responsibility	Actions / Milestones			Target Date
<i>Bill Gates</i>	<i>Project Manager</i>	<i>Enter any actions or milestones, such as:</i>			99/99/99
<i>Jessie Stewart</i>	<i>Product Manager</i>	<ul style="list-style-type: none"> <li><i>Initial meeting to develop high level requirements and team organization chart</i></li> </ul>			99/99/99
<i>Joe Jones</i>	<i>Marketing</i>	<ul style="list-style-type: none"> <li><i>Organization chart and budget approval meeting</i></li> </ul>			99/99/99
<i>Betty Barsam</i>	<i>Sales</i>	<ul style="list-style-type: none"> <li><i>Create user stories.</i></li> </ul>			99/99/99
<i>Nancy Nansen</i>	<i>Development</i>				
Assumptions and Constraints		Risks and Issues			
<i>Enter and assumptions or constraints that will impact the project</i>		<i>Enter any risks or issues.</i>			