FACT SHEET TEMPLATE

01-04-21 Milestone 1 description

10-05-21 Milestones written in list

07-06-21 Record #3

20-08-21 Write description #4 here

01-09-21 GO LIVE

PROJECT BASE INFO

**Project No:**

**Project Manager:**

**Budget**

**Sponsor:**

Provide a description of the “history” of this project.

APROACH

FACT SHEET

PROJECT

PROJECT NAME HERE

NEW YORK

**Start Date**

BACKGROUND

OBJECTIVES

Document the high level objectives of the project here. Try to declare only the most important objectives.

**PROJECT STRATEGY**

APROACH

Provide a description of how you intend to carry out and manage the project. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere.

MILESTONES

DELIVERABLES

What is deemed to be included in the scope of the project? It is essential that items appearing in this section are clear and unambiguous. Documenting specific inclusions provides the ‘boundaries’ for the project scope.

**Company:**