Name of the Project/Task

## Purpose/Goal:

What are we trying to achieve and why?

## Outcomes:

What do we want to see at the end of the project (3 – 5 max) Specific, Measureable, Achievable, Realistic and Time-bound

## **Target Audience, Stakeholders:**

Who should we consult with, are there others who should be engaged?

## **Steps to take:**

What are the steps you would take to achieve the intended goal?

## Schedule and Key timelines:

Working to the end of the project and then backwards what are the target dates

## Documents to review or that are relevant:

List of all of the relevant documents that need to bed considered

## External considerations:

Also outline if there are any other projects or work that a timeline is dependent upon in order to be successful

Are there any barriers that you could foresee impacting the outcomes or overall goal?

## Parking lot items:

Things that may need a longer timeframe, commitment or discussion

## Communications Plan (if any):

Are there elements or decision points where we should be communicating more widely?