[Project Name]

## Vision Statement

As [insert organization, department or team name], we want [what action] so that [what benefit occurs and to whom].

## Success Criteria

We know we’re successful​ when:

* < % increase or decrease of what> ​
* < % increase or decrease of what> ​
* < % increase or decrease of what>

## Core Team

Those committed to the project and responsible for the success criteria include:

* Visionary / Owner:
* Facilitator:
* Team Member(s):

## Impacted Group(s)

Those who will be impacted by the project, will provide feedback and/or support along the way include:

* [Organization]
* [Departments]
* [Individuals]

## Areas of Focus

To reach success, the team will focus on the following areas:

* Project Governance
* Internal Communications
* External Communications
* Data
* [What else]