Project Introduction Document

1. Project Overview

[Provide a concise summary of the project, its purpose, and its high-level objectives. Include a few sentences describing the problem the project addresses and its intended outcome.]

2. Background

[Briefly describe the background or context for the project. Include relevant history, previous projects, or any information that helps explain why this project is being initiated.]

3. Scope

[Outline the boundaries of the project. Clarify what will be included and what will be excluded from the project's deliverables.]

4. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

5. Key Stakeholders

- [Stakeholder 1 â€" Role/Responsibility]
- [Stakeholder 2 â€" Role/Responsibility]
- [Stakeholder 3 â€" Role/Responsibility]

6. Timeline & Milestones

- [Milestone 1] â€" [Expected Date/Description]
- [Milestone 2] â€" [Expected Date/Description]
- [Milestone 3] â€" [Expected Date/Description]

7. Success Criteria

[Describe how project success will be evaluated. List measurable indicators or outcomes that define completion and success.]

8. Risks & Assumptions

- [Key risk or assumption]
- [Key risk or assumption]

9. Contact Information

- Project Manager: [Name, Email]

- Sponsor: [Name, Email]

Important Notes:

- Keep the document concise, focused, and clear for all stakeholders.
- Update this introduction if major changes in project scope or objectives occur.
- Use this as a foundation for deeper project planning and documentation.
- Solicit feedback from key stakeholders to ensure alignment and understanding.