

The Project Blueprint

The Why

A. Purpose

This is the executive summary, or an abstract, that captures the justification, the scope, and intended outcomes.

B. Background

Using your discovery, you will explain the “why” - what is the context that makes this project necessary and important.

The What

C. Scope & Deliverables

Deliverables – what is included in this project, as well as explicitly naming anything that is not going to be included. Sets the parameters of the project. Names the “must haves” vs the “nice to haves” vs “not included.” Name what “complete” means for this project.

D. Goals

The intended outcomes. Whereas scope addresses the tangible deliverables, goals address the change outcome, or the impact of the project. Think about how you will measure the success.

The How

E. Tasks & Responsibilities

What tools, resources, or commitments do you need to execute and complete this project. Think about people, process, and technology. What budgetary implications are there that might need approval?

F. RACI

R = Responsible (does the work)

A = Accountable (final decisions)

C = Consulted (has input)

I = Informed (kept apprised)

Processes

Tasks & Responsibilities	Person 1	Person 2	Person 3	Person 4	Person 5
Task 1					
Task 2					
Task 3					

People

Tasks & Responsibilities	Person 1	Person 2	Person 3	Person 4	Person 5
Task 1					
Task 2					
Task 3					

Technology

Tasks & Responsibilities	Person 1	Person 2	Person 3	Person 4	Person 5
Task 1					
Task 2					
Task 3					

The Who

G. Stakeholders

The internal and external campus partners who may have an interest or will be impacted by this project.

H. Project Team

Who are the players who will be assigned tasks to help bring this project to completion.

Name	Department Role	Contact	Project Role

The When

I. Milestones & Estimated Timelines

Timeframe to complete the steps within the project. Milestones are the deliverable products that build up to the project completion.

Milestones	Estimated Start Date	Estimated Completion Date

Project Terminology & References

Term or Related Resource	Definition or Resource Link