

Project Name:	Event or Activity Name
Project Statement:	Time, Cost, Target Date & Performance
Project Objectives:	What results or deliverables do we want to achieve?
Constraints:	Potential problem analysis. What things could stop us from achieving our goals?
Work Breakdown:	What processes and items are needed in order to do what I am planning to do?
Resources Needed:	This includes, people, money, time, help from others. How much time is required? Transportation to and from event? How much product do we need for the event? Money needed? Marketing materials?

Signed by:

Date: