

DEFINE THE PROJECT RESOURCES AND COSTS	
PROJECT TEAM	
SUPPORT RESOURCES	
SPECIAL NEEDS	

COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
LABOR				
LABOR				
LABOR				
LABOR				
LABOR				
MISCELLANEOUS				
		TOTAL COSTS		

DEFINE THE PROJECT BENEFITS AND CUSTOMERS		
PROCESS OWNER		
KEY STAKEHOLDERS		
FINAL CUSTOMER		
EXPECTED BENEFITS		
TYPE OF BENEFIT	DESCRIBE BASIS OF ESTIMATE	EST BENEFIT
SPECIFIC COST SAVINGS		
ENHANCED REVENUES		
HIGHER PRODUCTIVITY (SOFT)		
IMPROVED COMPLIANCE		
BETTER DECISION MAKING		
LESS MAINTENANCE		
OTHER COSTS AVOIDED		

DESCRIBE PROJECT RISKS, CONSTRAINTS, AND ASSUMPTIONS	
RISKS	
CONSTRAINTS	
ASSUMPTIONS	
Prepared by:	Date:



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