**Project Executive Summary**

*This section provides a brief overview of the project’s purpose, objectives, and key benefits. It offers stakeholders a quick snapshot of the project’s scope, significance, and expected outcomes.*

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| **Project name:** |  |
| **Executive Sponsor** |  |
| **Project Sponsor** |  |
| **Project Manager** |  |
| **Vendor** |  |
|  |  |
| **Project Overview** |  |
| **Objectives** |  |
| **Current State** |  |
| **Problem Statement** |  |
| **Benefits** |  |
| **Scope** |  |
| **Timeline** | * Start * End * Known deadlines |
| **Budget** | * Labor * Materials * Technology * Contingency funds * Total |