

Participants All project team members, stakeholders and third parties who play a role in the project. Also include responsibilities, if applicable.	Purpose The major objectives and intent of the project, including criteria for success.		User The end users of the product or service, considered as target groups or sectors.	Tasks The concrete steps and tasks that the team will take to achieve the project's objectives.	Deliverables Results and documents that will be presented to stakeholders or clients.
		Users' advantages The added value and the concrete benefits that users will receive after the project is completed			
Risks Possible future events with a potentially negative impact on the project.	Milestones Key dates and events that define the timeline of the project.		Constraints Limits and restrictive requirements that directly affect deliverables, activities or the project as a whole.		Scope The scope of the product or service to be considered for this project, including what is outside the scope of the project.
Motivation				Project end	