**One page project summary - template**

Use this template to present an overview of your project on a single page.

| **[Organisation Name]** | **Dated:** |  |
| --- | --- | --- |
| **[Project Name] – Project Summary** | **Version:**  |  |
| **Description of project:** | **Desired outcomes:** |
|  |  |
| **In scope**  | **Out of scope** | **Project progress plan** | **Achieved?** | **Target Delivery Date** |
|  |  | Planning: | [Y / N] | [mm/yyyy] |
| Design: | [Y / N] | [mm/yyyy] |
| Consent: | [Y / N] | [mm/yyyy] |
| Build: | [Y / N] | [mm/yyyy] |
| **Key project risks** | **Broader outcomes** |
|  |  |  |