**Name of Project**

|  |  |
| --- | --- |
| **Date Begun**: | **End Date**: |
| **Description** | |
| **Connection to Mission** | |
| **Roles and Responsibilities** | |
| **Metrics That Will Indicate Project Success** | |
| **Schedule and Milestones** | |
| **Issues** | **Risks** |

**Current Project Status:**