**PRM300 - Week 1 - Project Selection Form Template**

[Remove brackets and instructions in brackets and fill out form]

|  |  |
| --- | --- |
| Project Name | [Think about a short yet descriptive name that captures the essence of your project] |
| Date | [Add today’s date] |
| Project Manager | [Insert your name] |

|  |  |
| --- | --- |
| Problem Statement | [Chose a project that you want to do the planning for during this course. Describe problem in non-technical terms. Statement should explain why project is important and why working on this project is a priority. Make sure what you write stands on its own. You are welcome to make up content but the writeup should sound legitimate.] |
| Project Charter Statement | [The project charter is the first draft of the project scope statement. It creates a common understanding among the project team, the project sponsor and the key stakeholders. It also defines the boundaries of a project. Document what will and will not be included in this project. Document a list of project goals, including deliverables, functions, tasks, and deadline.] |

Note: Once you have completed this form, take a screen shot, and embed it in the “Week 1 – Project Selection for Learning Activities” discussion thread.