PROJECT NAME: Insert Project name here

**Describe the Environment**

1. The text from the DESCRIBE ENVIRONMENT goes in here

****

**Intent and Objective**

1. The text from the INTENT goes in here
2. The text from the OBJECTIVE goes here

****

**Responsibilities and method**

1. **Method.**
	1. The text from Method goes in here
2. **Responsibilities.**
	1. The first task goes here
		1. Who
		2. When
	2. The second task goes here
		1. Who
		2. When
	3. The third task goes here
		1. Who
		2. When
	4. The fourth task goes here
		1. Who
		2. When

****

**Enablers and Resources**

1. **Enablers.**
	1. The text from ENABLERS goes here
2. **Resources.**
	1. The text from ENABLERS goes here

**Coordination**

1. The text from COORDINATION goes here.
2. The GANTT chart goes here.



**Timings**

1. **Meetings.**
	1. Who
	2. What
	3. When
	4. Where
2. **Milestones.**
	1. [INSERT DATE] - [Insert Milestone 1 text here]
	2. [INSERT DATE] - [Insert Milestone 2 text here]
	3. [INSERT DATE] - [Insert Milestone 3 text here]
	4. [INSERT DATE] - [Insert Milestone 4 text here]
	5. [INSERT DATE] - [Insert Milestone 5 text here]
3. **Deadlines.**
	1. [INSERT DATE] - [Insert Deadline 1 text here]
	2. [INSERT DATE] - [Insert Deadline 2 text here]
	3. [INSERT DATE] - [Insert Deadline 3 text here]
	4. [INSERT DATE] - [Insert Deadline 4 text here]
	5. [INSERT DATE] - [Insert Deadline 4 text here]
4. **Authorised by:**
	1. Insert name
	2. Insert position
	3. Insert date