PROJECT NAME: Insert Project name here

**A close up of a logo

Description automatically generatedDescribe the Environment**

1. The text from the DESCRIBE ENVIRONMENT goes in here

**A screenshot of a social media post

Description automatically generated**

**Intent and Objective**

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

**A close up of a logo

Description automatically generated**

**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

**A screenshot of a cell phone

Description automatically generated**

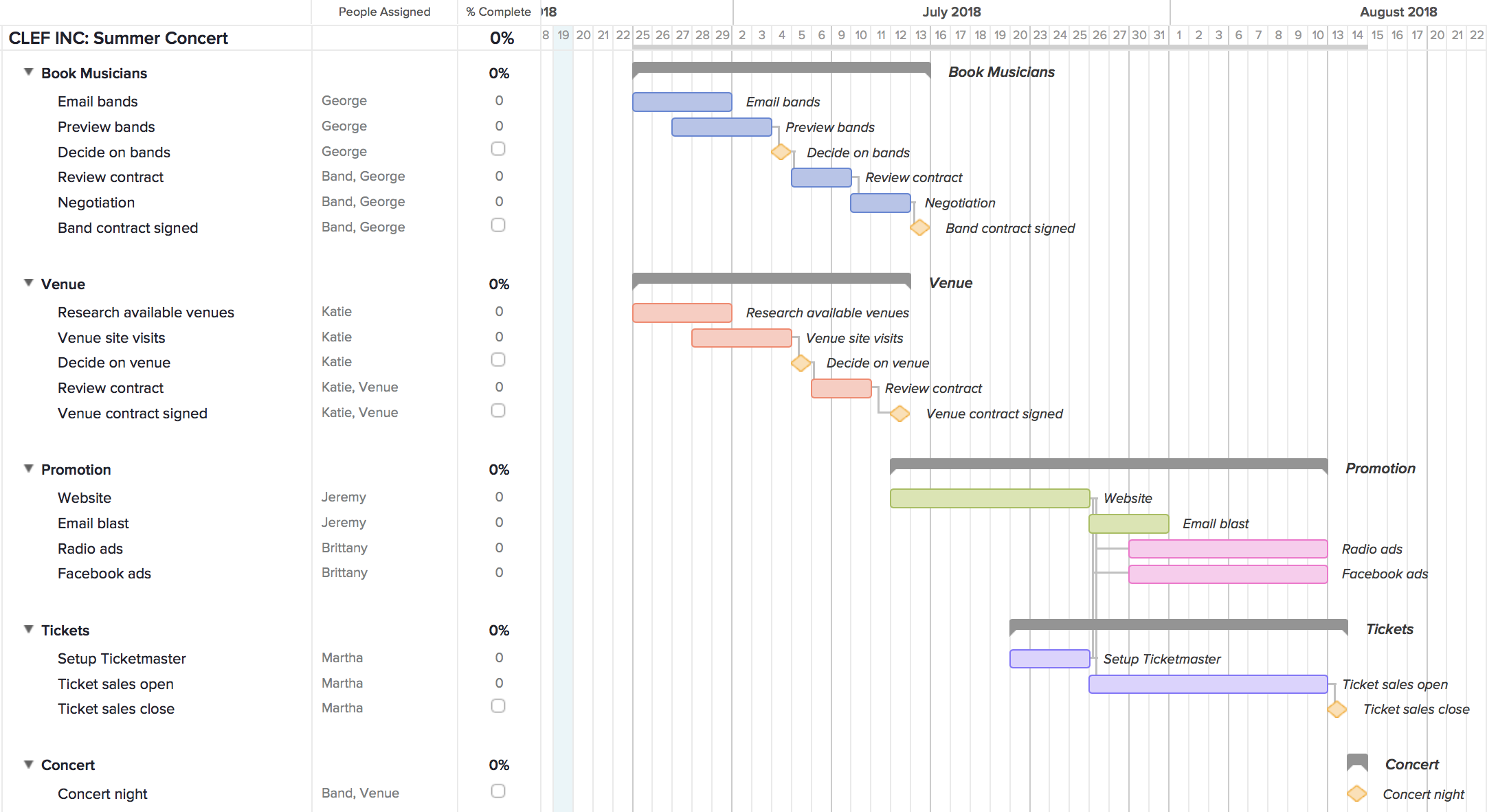
**Enablers and Resources**

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

**A close up of a logo

Description automatically generatedCoordination**

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



**A screenshot of a cell phone

Description automatically generatedTimings**

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