

Project Statement Template for Business Case

Use this **project statement template** to clearly outline the objectives, scope, and deliverables of your business case. It helps stakeholders understand the purpose and expected outcomes, ensuring alignment throughout the project lifecycle. A well-crafted project statement enhances communication and supports successful project execution.

Project Statement Template

Section	Details
Project Name	[Enter the name of the project]
Project Sponsor	[Name and title of sponsor]
Project Manager	[Assigned project manager]
Background	[Brief background and context for the project]
Objectives	<ul style="list-style-type: none">• [Objective 1]• [Objective 2]• [Objective 3]
Scope	[Define the boundaries and inclusions/exclusions of the project]
Deliverables	<ul style="list-style-type: none">• [Deliverable 1]• [Deliverable 2]• [Deliverable 3]
Key Stakeholders	<ul style="list-style-type: none">• [Stakeholder group 1]• [Stakeholder group 2]
Timeline / Milestones	<ul style="list-style-type: none">• [Milestone 1]: [Date]• [Milestone 2]: [Date]
Success Criteria	[Describe how the success of the project will be measured]
Assumptions & Dependencies	[List any key assumptions or project dependencies]
Risks & Mitigations	[Identify potential risks and planned mitigations]
Approval	[Name, Title, Date of Approval]