

1. Introduction
  - 1.1. Who is the Client?
  - 1.2. Who is the Project Manager?
  - 1.3. Project Mission Statement (Statement of Operational Need)
  - 1.4. Applicable Specifications and Standards
2. Objectives and Scope
  - 2.1. Define Project Objectives
  - 2.2. Review Requirements
  - 2.3. Define Range of Activities
  - 2.4. Specific Inclusions
  - 2.5. Specific Exclusions
3. Restrictions
  - 3.1. Time
  - 3.2. Budget
    - 3.2.1. Client's Restrictions
    - 3.2.2. Internal Restrictions
  - 3.3. Resources
    - 3.3.1. Client's Resource Restrictions
    - 3.3.2. Internal Resource Restrictions
  - 3.4. Other Restrictions
4. Project Strategy

Present how the project will flow. Include Project Management Methodology.
5. Go/No Go Decisions Points
  - 5.1. Define Known phases
  - 5.2. Define phase decision points (Go/No Go)
6. Open Issues and Assumptions
  - 6.1. All Assumptions - May be flagged as risk
  - 6.2. Open Issues - Unknowns
7. Known Risks
  - 7.1. Regulatory
  - 7.2. Client Driven
  - 7.3. Internal
  - 7.4. External

***- Solicit Opinions, Find Holes, GET BUY-IN.***