**Project Title**

**Business Analyst Name**

**Statement of Purpose:**

Paragraph 1 (General context of the organization)

Paragraph 2 (The current condition – What is the Problem?)

Paragraph 3 (The essential problem or opportunity – How will you approach this Problem)

*Include project approach*

**Objectives: (Specific, Measurable, Actionable, Realistic, Time-bound)**

* SMART Objective 1
* SMART Objective 2
* SMART Objective 3
* SMART Objective 4
* SMART Objective 5

**Risks:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Risk** | **Probability** | **Risk Response** | **Impact** |
| Risk 1 | Low/Medium/High | Mitigate - by | Low/Medium/High |
| Risk 2 | Low/Medium/High | Mitigate - by | Low/Medium/High |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Risk** | **Probability** | **Risk Response** | **Impact** |
| Risk 1 | Low/Medium/High | Mitigate - by | Low/Medium/High |
| Risk 2 | Low/Medium/High | Mitigate - by | Low/Medium/High |

**Assumptions:**

* Assumption 1
* Assumption 2

**Constraints:**

* Constraint 1
* Constraint 2