

1 Page Project™ template

Project Name

Project Name

Revision *1.0*

Expected outcome **1**

Expected outcome

2

Deliverable description	Quality approver	Est. date of approval	Approval signature & Date
<i>Item</i>	<i>Name</i>	<i>Date</i>	<i>Signature & Date</i>

4

Quality



Time

Delivered by

Latest date

3

Resource	Time	Needed during	Cost
<i>Person/Item/Sub-project</i>	<i>Hours</i>	<i>Time period</i>	<i>Cost</i>
Total cost:			<i>Sum</i>

5 Promise to initiate start

As the project client, I promise to

- provide the resources stated in the **Cost** matrix and money to cover the total cost.
- approve the project if everything in the **Quality** matrix is delivered on time (and that the total cost wasn't exceeded), due to that my desired outcome has been met.

Project client signature & Start date

Name, Signature & Date

As the project manager, I promise to

- deliver on time: ensure that the right person has approved the quality on time according to the **quality** matrix.
- deliver everything with the resources stated in the **cost** matrix and at a cost below or at the total cost.
- immediately let the client know if deliveries risk being delayed or do not have the quality approved so the project can be stopped or revised. For the client's peace of mind I will provide an update on time, cost, quality and risks every: *Time period*

Project manager signature & Start date

Name, Signature & Date

6

All delivered = Closure

As the project client, I have received everything and the project is now closed. Project client signature & Date:

Signature & Date