Project Information Sheet

Project Name	
Project Number	
Project Manager	
Project Sponsor	
Project Start Date	
Project Finish Date	
Project Budget	
Project Description	
Project Objectives	
Project Deliverables	
Project Success Criteria	
Project Constraints	
Project Assumptions	
Project Risks	
Project Stakeholders	
Project Organization Chart	
Project Communication Plan	
Project Risk Management Plan	
Project Change Management Plan	
Project Quality Management Plan	
Project Procurement Management Plan	
Project Human Resources Management Plan	
Project Stakeholder Management Plan	
Project Scope Statement	
Project Schedule	
Project Budget	
Project Approval	
Project Manager Signature	
Project Sponsor Signature	
Project Approval Date	

Risk Register

Risk ID	Risk Description	Probability	Impact	Risk Score

Stakeholder Register

Stakeholder	Role	Interest	Influence

Table - Stakeholder Analysis Matrix

Stakeholder	Role	Interest	Influence	Attitude	Communication Preferences	Communication Frequency	Communication Method	Communication Content	Communication Responsibility

Table - Project Stakeholder Analysis

Stakeholder	Role	Interest	Influence	Attitude	Communication Preferences	Communication Frequency	Communication Method	Communication Content	Communication Responsibility