

# ONE-PAGE PROJECT DESCRIPTION

Try Smartsheet for FREE

PROJECT  
NAME

COMPANY  
NAME

DATE

|   |  |
|---|--|
| PROJECT OVERVIEW                                    |  |
| WHY IS THE PROJECT NECESSARY?                       |  |
| OBJECTIVES  |  |
| PHASES OF WORK AND DESIRED OUTCOME                  |  |
| MONITORING, MEASUREMENTS OF SUCCESS, AND EVALUATION |  |

## TIMELINE

| PHASE | TASK | START & END DATES |
|-------|------|-------------------|
|       |      |                   |
|       |      |                   |
|       |      |                   |
|       |      |                   |

|                                |  |
|--------------------------------|--|
| PROJECT BUDGET / COST OVERVIEW |  |
|--------------------------------|--|

ESTIMATED TOTAL COST

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.