**PROJECT NAME**

**DATE**

**PROJECT SPONSORS:**

**PROJECT TEAM:**

**PROJECT LOGO/VISUAL**

**PROJECT DESCRIPTION**

**PROJECT GOALS**

**PROJECT HIGHLIGHTS**

**PROJECT METRICS**

**i.e., # People affected by the project**

**Performance metrics**

**Estimated savings in time, money, resources, etc.**

**FEEDBACK/SURVEY COMMENTS**

|  |  |
| --- | --- |
|  | **Liked the most:** |
|  | **Suggestions for improvement:** |