### Purpose
What is the intent of this project?  
Why are we doing this project?

### Scope
What does the project contain?  
What does the project not contain?

### Success Criteria
What do we need to achieve in order for the project to be successful?  
How can the Success Criteria be measured?

### Milestones
When do we start the project and when is the final deadline?  
What are the key milestones and when will they occur?  
How can the milestones be measured?

### Actions
Which activities need to be executed in order to reach a certain milestone?

### Team
Who are the team members?  
What are their roles in the project?

### Stakeholders
Who has an interest in the success of the project?  
In what way are they involved in the project?

### Users
Who will benefit from the outcome of the project?

### Resources
What resources do we need in the project?  
- Physical (office, building, server)  
- Financial (money)  
- Human (time, knowledge)

### Constraints
What are the known limitations of the project?  
- Physical (office, building, server)  
- Financial (money)  
- Human (time, knowledge, politics)

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### Risks
Which risks may occur during the project?  
How do we treat these risks?

### Outcome
What is the end result?  
- A book  
- A website  
- An event

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