

## Project Purpose

<b>Basic data</b>	
Project name:	<i>What shall we call this project?</i>
Project identification number:	<i>Is the project going to have an identifier?</i>
Purpose:	<i>Why do we want to do this project?</i>
Project objectives:	<i>Which specific changes should take place?</i>
Initial state:	<i>What is the current state of the addressed area/issues?</i>
The study was prepared by:	<i>Who is the author of this document?</i>
<b>Brief description of the project solution</b>	
Extent of the solution (WHAT will be addressed):	<i>WHAT (factually) will be addressed by the project?</i>
The project will not address:	<i>What will not be addressed by the project?</i>
Completion date:	<i>When is the project supposed to be completed?</i>
Estimated internal costs:	<i>What are the maximum estimated internal costs?</i>
Estimated external costs:	<i>What are the maximum estimated external costs?</i>
Financing resources:	<i>Where will we get resources for the project?</i>
Threats if the project is not implemented:	<i>Will we face any threats if we do not implement the project?</i>
Benefits of the project:	<i>What will the specific, preferably quantified benefits of this project implementation be?</i>
Implementation method (HOW?):	<i>How should the project be implemented? (default scenario)</i>
Unclear issues:	<i>What is not clear about the important issues at the moment?</i>
Main risks:	<i>What are the main risks of project implementation?</i>
<b>Project context</b>	
Who requires the project:	<i>Who raised the initiative/need?</i>
Who is the project for:	<i>Who will the immediate users of project outputs be?</i>
Who will manage the project:	<i>What will the project management structure be?</i>

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Who should participate in project management:	<i>Who should be represented in project management structures?</i>
Other impacts and relationships:	<i>Does the project have any direct or indirect effect on its environment?</i>
Links with other projects:	<i>Will any other projects be implemented simultaneously that might potentially affect or be affected by this project?</i>
<b>Final recommendations for further phases</b>	
<i>Is our recommendation to start or not to start the project? Why?</i>	

<b>Document approval</b>	
<i>Approved on: DD/MM/YYYY</i>	
<i>Approver</i>	<i>Signature</i>
First name, last name, position	