

Project Title \_\_\_\_\_

Project Goal \_\_\_\_\_

Project Objectives \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tasks (sometimes Objectives)	Schedule	Budget

Project Goal: **broad and general**; provides a statement of the project purpose

Project Objective: **measurable and specific**; describe a specific outcome of the project and when this outcome will be achieved.

Task: Activity to be completed; tasks are tied to specific objectives

**Goal → Objectives → Tasks (tied to budget and schedule)**