Wrike Project Overview Template

PROJECT NAME	*Insert the name of your project*
PROJECT MANAGER	*Include the name, role, and contact details of your PM*
PROJECT DATES	*Include the start and end dates of your project*

BUSINESS CASE

Describe the background of your project, the problem you want to solve, and the expected benefits for your company or client.

PROJECT GOALS

Describe the goals and objectives of your project, and the success criteria you'll use to measure them.

PROJECT TIMELINE

Describe your project's timeline, including the start and end dates and the dates of key milestones.

RESOURCES REQUIRED

List the resources you'll need to complete your project, e.g., staffing, materials, and software.

RISK ASSESSMENT

Describe potential risks to your project and the strategies you'll use to manage them.

ADDITIONAL NOTES

List any additional information your reader will need, or provide links to other documents, like your project plan.