Software Engineering Project Start Document

1. Project Overview

Project Name

Project Sponsor / Client

Date

Project Description

Objectives

2. Team Information

Project Manager

Team Members

Roles & Responsibilities

3. Stakeholders

4. Requirements Overview

Functional Requirements

Non-functional Requirements

5. Milestones & Timeline

6. Risks & Assumptions

Potential Risks

Assumptions

7. Deliverables

8. Additional Notes