1. **Project Schedule/Work and Assignments**
2. **General Information**

Provide basic information about the project including: (This information is bidirectional from previous forms and should prepopulate)

Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project.

Proponent Agency – The agency that will be responsible for the management of the project.

Project Manager – The person(s) preparing this document.

Planned Initiation Start Date – Date that the project is projected to start.

Planned Completion Date – Date the project is expected to be complete.

Investment Approval Status – The current phase the project is in.

Item Classification Governance – The category of project based on the Risk and Complexity Assessments.

Investment Status Approval:

Total Cost at Complete (FPIFV) – The total estimated cost at the completion of the project.

**B. Work and Assignments**

*On the work and assignments tab, select column set “1. Project Build Schedule”*

Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

*Enter high level key dates and milestones that coincide with the major milestones in the project charter.*

*At a minimum, the following information is needed:*

*Estimated Duration – Insert the estimated length of time required to perform the work. Duration is defined as the number of days (not including holidays or non-working periods) required to complete an activity or other project element.*

*Start Date - Point in time when an activity can start, based on sequence, resource availability, and any other specific schedule constraints.*

*Finish Date - Point in time when the uncompleted portions of an activity can finish based on the resource availability, and any other schedule constraints.*