

1. The first part of the document is a title page. It contains the title of the document, the author's name, and the date of the document.

[illegible]

1. **Identify the problem** and the **scope** of the project.
2. **Define the objectives** and the **deliverables** of the project.
3. **Develop a project plan** and a **budget**.
4. **Assign roles and responsibilities** to the team members.
5. **Monitor and control** the project progress.
6. **Close the project** and **evaluate** the results.