

# Internal Consultancy Project Overview

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Overview - [Project Name]

## Project Background

[Brief description of the project background and objectives.]

## Project Goals

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Scope of Work

[Define the scope of the project and the key areas to be covered.]

## Timeline

[Provide an overview of the project's timeline including key milestones.]

## Team Members

[List the team members along with their roles and responsibilities.]

## Expected Outcomes

[Describe the expected results and benefits of the project.]

## Next Steps

[Outline the immediate next steps to kick off the project.]

Best regards,  
[Your Name]  
[Your Position]