

PROJECT DEFINITION DOCUMENT

For Project
<project name here>

Version Number 1.0
Final as of <Date>

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Document Location <specify where document is located physically>

Revision History

Date of this revision: mm/dd/yy

Revision Number	Revision Date	Summary of Changes	Changes marked
1	Mm/dd/yy	First Issue	N
2	Mm/dd/yy	•	N

Approvals

This document requires the following approvals. Signed approval forms are filed <specify where>.

Name	Title
	Project Manager
	Project Sponsor

Distribution

This document has been distributed to:

Name	Title

Project Definition Document

Preface

The purpose of this document is to provide a high level description of the xxxx project for <company name here>. This document will confirm <specify company name> commitment to the project, provide a statement of the project scope, and provide a basis for management decisions and detailed planning. Once approved, this document, project plan documentation, schedule and the scope of the project will be subject to formal change control procedures.

Management Summary

Provide appropriate history to-date here.

Project Goals

- Describe in business terms

Project Scope

-

Scope Exclusions: describe what is out of scope

Assumptions

-

Project Milestones

Milestone Description	Milestone Date

Deliverables

What tangible components will your project produce?

Deliverable Acceptance Process

Who is responsible for reviewing and approving the deliverables? What are the procedures?

Completion Criteria

How will you know the project is done and has been successful?

Project Organisation

Describe how the project is organised/structured. Include an organisational chart if possible. Specify fulltime and part-time resources as appropriate. Specify company name if there are multiple companies engaged.

Resources

Project Functions	Names
Project Sponsor	
Project Manager	
Project Lead	
Functional Expert	

Roles and Responsibilities

Project Manager

- Establish and maintain project plan documentation and schedule.
- Obtain resource commitments.
- Plan, assign, track, and report on project status.
- Communication with Project Sponsor.

- Manage all deliverables.
- Manage vendors and contractors.
- Identify and mitigate project risks.
- Identify and manage project issues.
- Implement and manage the Change Control Process.

Project Sponsor

- Resolve issues and problems that cannot be resolved by the project manager.
- Provide the funding for the solution and ‘Own’ the solution.
- Provide corporate information to the project manager

Specify all major roles and responsibilities

Project Processes

Methodology

Describe the project methodology to be used, phases of the project lifecycle, etc.

Project Management Tools

Include: Scheduling tool, Issues Log, etc.

Project Schedule & Activities

Describe the overall project schedule (include a Gantt chart if possible) with major activities to be completed.

Risks

Explain how risks will be identified, evaluated, responded to, mitigated, and tracked. There should be a separate Risk Management plan, however, this would be a good time to document obvious risks that have already surfaced.

Risk:

Containment (if known):

Project Dependencies

External Dependencies (outside of your company)

Internal Dependencies

Quality Assurance

(how will you ensure the quality of your solution?)

Communication

Describe your communication plan (or specify the document that has your detailed communication plan). Your communication plan should include who, what is being communicated, when are the meetings, where are the meetings & how information is being distributed and stored.

Project Reviews

If there are known project reviews – specify here

Project Change Control Procedures

Changes can impact scope, price, quality, and schedule. Project changes must be approved (or rejected) in an organised and consistent fashion.

The following Change Control procedure is proposed:

- Be sure to include who can request a change, approval procedures, communication expectations, documentation required, amount of time to approve (or reject) a change record, etc.

Project Definition Document Approval Page

Name here – title

Date

Name here - title

Date

Date

Date