|  |  |
| --- | --- |
|  | |
| Project Name |
| Project Vision Document | |
| **Version n.n** | |
| Date | |

**Revision History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Date | Author | Reviewed By | Summary of Changes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Document Approval List**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Approved By | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Document Distribution List**

|  |  |  |
| --- | --- | --- |
| Version | Name of the Receiver/Group | Date |
|  |  |  |
|  |  |  |
|  |  |  |

Table of Contents

[1 Introduction 4](#_Toc19888672)

[1.1 Purpose 4](#_Toc19888673)

[1.2 Scope 4](#_Toc19888674)

[1.2.1 In Scope 4](#_Toc19888675)

[1.2.2 Out of Scope 4](#_Toc19888676)

[1.3 Definitions, Acronyms, and Abbreviations 4](#_Toc19888677)

[1.4 References 5](#_Toc19888678)

[2 Positioning 6](#_Toc19888679)

[2.1 Business Opportunity 6](#_Toc19888680)

[2.2 Problem Statement 6](#_Toc19888681)

[2.3 Product Position Statement 6](#_Toc19888682)

[2.4 SWOT Analysis 6](#_Toc19888683)

[3 Stakeholder and User Descriptions 7](#_Toc19888685)

[3.1 Stakeholder Summary 7](#_Toc19888686)

[3.2 User Summary 7](#_Toc19888687)

[4 Stakeholder Requirements 8](#_Toc19888688)

[5 System Features 8](#_Toc19888689)

[6 Assumptions 8](#_Toc19888690)

[7 Constraints 8](#_Toc19888691)

# Introduction

<Write an introduction of the Project Vision Document providing an overview of the entire document. >

## Purpose

<Specify the purpose of the Project Vision Document and why the organization would create this document.>

## Scope

<A brief description of scope>

### In Scope

<Write areas in scope for this project>

### Out of Scope

< Define the processes and system are not affected or influenced by this document >

## Definitions, Acronyms, and Abbreviations

<This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the Project Visiondocument. This information may be provided by reference to the project’s Glossary>

This section explains all of the terms and abbreviations that are being used in this document, for those who are unfamiliar with them. Not everybody who reads this document will understand all of the terms, so this section is helpful.

|  |  |
| --- | --- |
| Term | Explanation |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## References

*<This subsection provides a complete list of all documents referenced elsewhere in the Project Vision****.*** *Identify each document by title, report number if applicable, date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document>*

| Reference File Name | Version | Description |
| --- | --- | --- |
|  |  |  |
|  |  |  |

This section also contains links to all other places that were referred to in this document. These may include:

* Web sites
* URLs or network locations

|  |  |
| --- | --- |
| Name | Link |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Positioning

## Business Opportunity

< Briefly describe the business opportunity being met by this project >

## Problem Statement

< Provide a statement summarizing the problem being solved by this project. The following format may be used>

|  |  |
| --- | --- |
| The Problem of | <Describe the problem> |
| affects | <Who are the stakeholders affected by the problem> |
| the impact of which is | <what is the impact of the problem> |
| a successful solution would be | <list some key benefits of a successful solution> |

Table 1 Problem Statement

## Product Position Statement

< A product position statement communicates the intent of the application and the importance of the project to all concerned personnel >

|  |  |
| --- | --- |
| For | <target user> |
| Who | <statement of the need or opportunity> |
| The <product name> | is a <product category> |
| That | <statement of key benefit; that is, what is the compelling reason to buy> |
| Unlike | <primary competitive alternative> |
| Our product | <statement of primary differentiation> |

Table 2 Product Position Statement

## SWOT Analysis

## <Reference: <https://www.businessballs.com/strategy-innovation/swot-analysis/>)

|  |  |
| --- | --- |
| Strengths | Weaknesses |
|  |  |
|  |  |
|  |  |
| **Opportunities** | **Threats** |
|  |  |
|  |  |
|  |  |

# Stakeholder and User Descriptions

< This section provides a profile of the stakeholders and users involved in the project, and the key problems that they perceive to be addressed by the proposed solution. It does not describe their specific requests or requirements as these are captured in a separate stakeholder requests artifact. Instead, it provides the background and justification for why the requirements are needed>

## Stakeholder Summary

< There are a number of stakeholders with an interest in the development and not all of them are end users. Describe and list the project stakeholders>

| Stakeholder Name | Represents | Role |
| --- | --- | --- |
| <Name the stakeholder type > | < Briefly describe what the stakeholder represents with respect to the project > | < Briefly describe the role the stakeholder will play throughout the lifecycle of the project.> |
|  |  |  |
|  |  |  |

Table 3 Stakeholder Summary

## User Summary

< Present a summary list of all identified users of the system >

| User Name | Description | Responsibilities | Stakeholder |
| --- | --- | --- | --- |
| [Name the user ] | [Briefly describe what they represent with respect to the system.] | [List the user’s key responsibilities with regard to the system being developed; for example:  captures details  produces reports  coordinates work  and so on] | [If the user is not directly represented, identify which stakeholder is responsible for representing the user’s interest.] |
|  |  |  |  |
|  |  |  |  |

Table 4 User Summary

# Stakeholder Requirements

< Categorize and list the requirements from the perspective of the business stakeholder and potential system users >

| ID | Requirement | Stakeholder |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Table 5 Stakeholder Requirements

# System Features

< List and briefly describe the system features. Features are the high-level capabilities of the system that are necessary to deliver benefits to the users. Avoid design. Keep feature descriptions at a general level. Focus on capabilities needed and why (not how) they should be implemented >

| ID | Feature | Stakeholder Requirement ID |
| --- | --- | --- |
|  |  |  |
|  |  |  |

Table 6 System Features

# Assumptions

*<List all assumptions made about any of the content provided in this document. Assumptions should be applicable to the scope, desired solution, requirements, business process, and stakeholders >*

# Constraints

*<List any process constraints, external constraints or other dependencies >*