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| **Version Control** | | | |
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# Document purpose

Clearly describe what work should be done and which deliverables will be produced.

# Current situation

[Past, where you are. Describe the current situation and why the project is necessary.]

# SMART goals and project success criteria

[Future, where you are going. Describe the expected benefits detailing clearly SMART objectives and related success criteria.

SMART: Specific, Measurable, Assignable, Realistic & Time-related]

# Product scope

[Requirements and characteristics of the product or service to be delivered by the project.]

# Project Exclusion

[List items recognized as non-scope in order to avoid misunderstandings at the conclusion of the project]

# Constraints

[Constraints adopted for the project. Lists and describes the specific Constraints associated with the scope that limit the team's options.]

# Premises

[Assumptions adopted for the project. Lists and describes the assumptions associated with the project and potential impact of these premises if they are proven false.]

# Delivery and acceptance criteria

[Deliverables and the acceptance criteria can be described in the work breakdown structure (WBS) and in its dictionary.]

Deliverables and their acceptance criteria are described in the WBS and its dictionary.

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| Approvals | | |
| Participant | Signature | Date |
| Project Sponsor |  |  |
| Project Manager |  |  |