

<Insert Project Name>

Project Definition Document

Document Version: **<Insert Version Number>**

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VERSION HISTORY

Date	Document Version	Document Revision History	Document Author/Reviser
<Insert version completion date>	<Insert version number>	<Briefly describe work completed to create the version>	<Name author or reviser>
<Example:>			
May 15, 2006	1.0	Initial draft	John Doe
May 28, 2006	2.0	Reviewed with IT Coordinator and revised	John Doe
June 2, 2006	3.0	Reviewed and revised following meeting with Project Sponsor	Jane Doe

APPROVALS

Date	Document Version	Approver Name and Title	Approver Signature
<Insert approval date>	<Insert version approved>	<Provide name and title of approver>	
<Example:>			
June 30, 2006	3.0	James Doe, Project Sponsor and Director, IT	
June 30,2006	3.0	John Doe, Project Manager	

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1. PURPOSE

<This section provides the purpose of the document.>

<Recommended text:>

This Project Definition Document provides a brief overview of <insert name of project> to promote a shared understanding of it before a more detailed Plan, Schedule, and Budget is prepared.

2. PROBLEM/OPPORTUNITY

<This section describes the problem or opportunity the project seeks to address using factual information.>

3. PROJECT GOAL

<This section provides a clear, concise statement of the project's purpose and intended results. The project goal statement should be brief (one sentence).>

4. PROJECT OBJECTIVES

<This section provides a list of what must be achieved in the project to realize the overall goal. The objectives can be considered as "subgoals.">

5. PROJECT SCOPE

<This section provides a high level list of the major activities the team will undertake and, if known, the major deliverables.>

6. KEY STAKEHOLDERS

<This section provides a list of the people with the strongest interest in or influence over project work and results.>

7. OUTCOMES/SUCCESS CRITERIA

<This section provides statements about the impact the project must have on those outside the project to be considered successful. These statements should be consistent with the project goal and provide information on measurable project outcomes.>

8. ASSUMPTIONS AND CONSTRAINTS

<This section lists the assumptions and constraints of the project.>

8.1 Assumptions

<List assumptions here.>

8.2 Constraints

<List constraints here.>

9. RISKS

<This section lists project risks. Risks are something that may or may not happen in the future that could have a negative impact on the project.>

10. ESTIMATED COST

<This section is optional. Delete this section or provide an initial estimate of what the project is expected to cost.>

11. ESTIMATED DURATION

<This section is optional. Delete this section or provide an initial estimate of the project duration.>

12. FUNCTIONAL REQUIREMENTS

13. NON-FUNCTIONAL REQUIREMENTS

14. TECHNICAL REQUIREMENTS

15. USE CASES

16. DATA ELEMENTS

Date:

Approved by:

Approver Signature:

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Mentor Signature:
