# Problem Statement for <name of project>

# <Author>

# <Date>

## 1. High Level Problem Summary

<“Elevator statement” describing the problem to be solved - a single sentence that captures the essence ofthe issue.>

<A summary of the primary success criteria.>

<A description of the scope of the project, what is to be included and, perhaps more importantly, what isn’t.>

## 2. Detailed Problem Statement

## 2.1 FUNCTION

<What the solution must do and how it will be used: identifies key features and prioritizes needs.>

## 2.2 TIME

<The relationship of the solution to past (how it has been handled till now), present (who can use it at current context), and future(what are the future extension and scope for this product).>

## 3. Key Stakeholders

|  |  |
| --- | --- |
| Name | *Role* |
| Name | *Role* |
| Name | Role |

## 4. Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Reason for change** | **Author** |
|  | 1.0 |  |  |
|  |  |  |  |
|  |  |  |  |