Align Goals
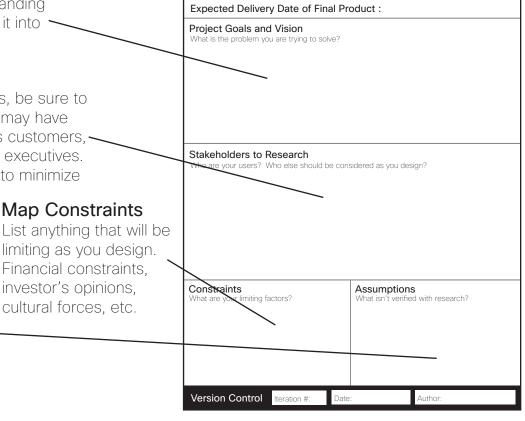Align your team's goals by understanding everyone's vision and synthesizing it into an explicit statement here.

Plan Research
In addition to your end users, be sure to consider other groups who may have relevant information such as customers, subject matter experts, and executives. The purpose of research is to minimize assumptions.

Map Constraints
List anything that will be limiting as you design. Financial constraints, investor's opinions, cultural forces, etc.

Determine Assumptions
Write down everything that your project depends upon that isn't verified. Not only about your users, but every aspect of your project. A project based on false assumptions will fail.

Project Definition   Project

Expected Delivery Date of Final Product :

Project Goals and Vision
What is the problem you are trying to solve?

Stakeholders to Research
Who are your users? Who else should be considered as you design?

Constraints
What are your limiting factors?

Assumptions
What isn't verified with research?

Version Control   Iteration #:   Date: Author:

Why
Explicitly stating these basic fields will make communication between your design team much better, with a more unified understanding of the project. It will also help you keep your explicit goals in mind, and ensure that you keep a hollistic perspective of your project as you delve deeper into it.

Tips
Return to this document regularly to maintain a big-picture perspective.

Update this as your research progresses, it is common that the problem you originally came to solve turns out to be the wrong problem, and you must change direction to solve the right one.

Research every type of person that could yeild useful information in order to decrease the number of assumptions.

What came before?
Visual Problem Map

What's next?
Pre-Mortem
Task Assignment
Assumption Map

Initial Research Plan
Domain Research

Mood Board
Visual Problem Map

Project Definition

Project

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