PROJECT DEFINITION

Application Name:	**Customer Area:**
Project Name:	**Project Lead:**
SR#:	**Author:**
Project Type:	**Date:**

Project Objective Statement (POS)

Enter the agreed upon *Project Objective Statement* here. It should state what you are going to do (scope), by when (date needed), and for how much (resources allocated). It should also be less than 25 words. If clarifications are required, list them below.

Project Sponsors

List the names and customer areas of the project sponsors. Identify **one** of the project sponsors as the User Lead (the person ultimately responsible for user decisions).

Priority Matrix

Fill in the appropriate boxes in the below matrix, according to the sponsor(s)' priorities. For example, if the sponsor(s)' highest priority is scope, the sponsor is Least Flexible about cutting down the scope.

There must be only one "X" in each column and each row.

	Scope	Schedule	Cost
Least Flexible			
Optimize			
Most Flexible			

Clarifications

List any clarifications needed to fully explain the POS or Priority Matrix. However, detailes should be in the Investigation Report.