Project name
Project definition

Prepared by: xxxxxxxxx

Date of publication: xxxxxxx

Project name

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Project executive summary

(Optional) The executive summary provides a summary of the project definition document. In many cases, this is a PowerPoint presentation. If it is, then a reference to the external document can be included here. This section contains high-level explanation of the project objectives, scope, assumptions, risks, costs, timeline, approach, and organization. (Remove this comment section from final document.)

Project overview

Describe the background and context for the project and why it is being undertaken. Speak to the business value of the work being performed. Put enough information here so that the rest of the sections in the project definition make sense. (Remove this comment section from final document.)

Project objectives

Objectives are statements that describe what this project will achieve and deliver. Objectives should be "SMART": Specific, Measurable, Achievable, Realistic, and Time-Based. To be specific and concrete, objectives should be deliverable-based. The completion of an objective should be evident through the creation of one or more deliverables. If the statement is at a high level and does not imply the creation of a deliverable, it may be a goal instead. If the statement is too low-level and describes features and functions, then it may be a requirement statement instead. (Remove this comment section from final document.)

The XXX project will meet the following objectives:
- Objective #1
- Objective #2
- Objective #3

Project scope

The scope of this project includes and excludes the following items.

In scope:

-
-
-
-

Out of scope:

-
-
-
-

Deliverables produced

- Deliverable 1: description
- Deliverable 2: description
- Deliverable 3: description

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Organizations affected

Specify areas or groups affected by, or that may participate in, the project. This is meant to be comprehensive but high level. Individual names should not appear, but the organizations they represent are included here. (Remove this comment section from final document.)

The impact of this project on other organizations needs to be determined to ensure that the right people and functional areas are involved and communication is directed appropriately.

Organization	How are they affected, or how are they participating?

Project estimated effort/cost/duration

The estimated effort hours and project costs may be depicted in many ways, including cost by team member, cost by deliverable, cost by milestone, or cost by category (internal labor, external labor, travel, training, supplies, etc.). Also include a chart showing the project start date, major milestones, and end date. The deliverables included in this milestone chart should all have been described in the scope section. (Remove this comment section from final document.)

Estimated cost:

Estimated effort hours:

Estimated duration:

Milestone	Date completed	Deliverable(s) completed
Project planning	Mm/dd/yy	• Project definition • Workplan
Milestone 1	Mm/dd/yy	• Deliverable 1 • Deliverable 2
Milestone 2	Mm/dd/yy	• Deliverable 3
Milestone 3	Mm/dd/yy	• Deliverable 4
Milestone 4	Mm/dd/yy	• Deliverable 5
Project conclusion	Mm/dd/yy	

Project assumptions

Project assumptions are circumstances and events that need to occur for the project to be successful but are outside the total control of the project team. They are listed as assumptions if there is a HIGH probability that they will in fact happen. The assumptions provide a historical perspective when evaluating project performance and determining justification for project-related decisions and direction. (Remove this comment section from final document.)

In order to identify and estimate the required tasks and timing for the project, certain assumptions and premises need to be made. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- Assumption #1
- Assumption #2
- Assumption #3, etc.

Project risks

Project risks are circumstances or events that exist outside of the control of the project team that will have an adverse impact on the project if they occur. (In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.) All projects contain some risks. It may not be possible to eliminate risks entirely, but they can be anticipated and managed, thereby reducing the probability that they will occur.

Risks that have a high probability of occurring and have a high negative impact should be listed below. Also consider those risks that have a medium probability of occurring. For each risk listed, identify activities to perform to eliminate or mitigate the risk.

Project risks are characteristics, circumstances, or features of the project environment that may have an adverse affect on the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

Risk Area	Level (H/M/L)	Risk Plan
1. Project risk #1		Risk plan activity #1 Risk plan activity #2, etc.
2. Project risk #2		
3. Project risk #3		

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Project approach

This section is used to describe how the project will be structured and the important techniques that will be utilized. The project approach is intended to encourage the project manager to think about the project from the top down instead of the traditional bottom-up method. Including the approach in the project definition compels the project manager to both consider the dependencies of the project and to incorporate the project management necessary to plan and manage the project. (Remove this comment section from final document.)

Project organization

It is important to understand who the major players are on the project. An organization chart works well. Otherwise, list the major project roles and the actual people involved. (Remove this comment section from final document.)

An appropriate project organization structure is essential to achieve success. The following diagram depicts the proposed organization.

Project executive sponsor:
Project sponsor:
Project director:
Steering committee members:
Project manager:
Customer project manager:
(Manager of the project manager):
Project advisors:
Project team members:

Organization chart:

Add a project organization chart, if available. (Remove this comment section from final document.)

Project approvals:

_____   _____

Executive Sponsor–xxxxx   Date

_____   _____

Project Sponsor–xxx xxxxx   Date

_____   _____

Customer Project Manager–xxxxx xxxx   Date

_____   _____

Project Director–xxxx xxxx   Date

_____   _____

Project Manager–xxxxx xxxx   Date