# Document Information

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| --- | --- |
| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the name and title of the Project Manager |
| **Owner** | Normally, the Project Board members |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Definition

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| --- | --- |
| **Background:** | How did it happen?! |
| **Main Goal:** | Why are you doing the project? |
| **Desired Outcomes:** | What are you going to get from this project? |
| **Constraints and Assumptions:** | It always help in the future! |
| **Interfaces:** | i.e. interfaces with the business as usual, other projects, etc. |
| **Project Approach:** | How the project (or different parts of it) will be developed; e.g. in-house or through a supplier. |

# References

|  |  |
| --- | --- |
| **Project Product Description:** | Reference |
| **Business Case:** | Reference |
| **Stakeholder List:** | Reference to the Communication Plan, which is part of the Communication Management Approach. |
| **Quality Management Approach** | Reference |
| **Change Control Approach** | Reference |
| **Risk Management Approach** | Reference |
| **Communication Management Approach** | Reference |
| **Project Plan** | Reference |

# Project Management Team

|  |  |  |
| --- | --- | --- |
| **Role** | **Reports to** | **Appointee** |
|  |  |  |
|  |  |  |
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# Project Controls

Explain how you’re going to control the project; managing stage boundaries, managing tolerances, monitoring, etc.

# Tailoring

A major part of how you’re going to tailor PRINCE2® is reflected in the management approaches that are referenced here. Anything that remains and needs to be documented can be added here.

**- - - - PRINCE2® Templates - - - -**

A guide for this template, it’s latest version, and all other templates are available at [mplaza.pm/templates](https://mplaza.pm/templates)

Also, you may be interested in using our PRINCE2 eLearning Courses available at [mplaza.pm](https://mplaza.pm/)

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