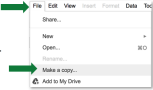


View only

You can only view this document.  
To make changes, ask the owner  
for edit access.

REQUEST FOR EDIT

**How to use this template:**  
This is a view-only file and cannot be edited.  
**Create your own copy of this template to edit.**  
In the menu, click **File > Make a copy...**



Try Smartsheet for FREE

PROJECT REQUIREMENTS SPECIFICATION TEMPLATE

GENERAL PROJECT INFORMATION

PROJECT NAME		PROJECT MANAGER	PROJECT SPONSOR
EMAIL		PHONE	ORGANIZATIONAL UNIT
GREEN RISKS ASSIGNED		EXPECTED START DATE	EXPECTED COMPLETION DATE
BLACK RISKS ASSIGNED		EXPECTED SAVINGS	ESTIMATED COSTS
		\$0	\$0

IMPORTANT REMINDER

A narrative within this template must be completed and signed by the project sponsor. You can attach a completed version of this template to your narrative within minutes or on a later date. If not, and comply.

Please make sure you meet with the project team and sponsor before completing the template. Much of the information required will need to come from a discussion with team members and sponsor.

PROJECT OVERVIEW

PROBLEM OR ISSUE	
PURPOSE OF PROJECT	
BUSINESS CASE	
GOALS / METRICS	
EXPECTED DELIVERABLES	

PROJECT SCOPE

WITHIN SCOPE	
OUTSIDE OF SCOPE	

TENTATIVE SCHEDULE

KEY MILESTONE	START	END
Form Project Team / Preliminary Review / Scope		
Finalize Project Plan / Charter / Kick Off		
Define Phase		
Measurement Phase		
Analysis Phase		
Improvement Phase		
Control Phase		
Project Summary Report and Close Out		

RESOURCES

PROJECT TEAM	
SUPPORT RESOURCES	
SPECIAL NEEDS	

COSTS

COST TYPE	VENDOR / LABOR NAME	RATE	QTY	AMOUNT
Labor		\$0.00	0	\$ -
Labor		\$0.00	0	\$ -
Labor		\$0.00	0	\$ -
Labor		\$0.00	0	\$ -
Labor		\$0.00	0	\$ -
Supplies		\$0.00	0	\$ -
Miscellaneous		\$0.00	0	\$ -
TOTAL COSTS				\$ -

BENEFITS AND CUSTOMERS

PROCESS OWNER	
KEY STAKEHOLDERS	
FINAL CUSTOMER	
EXPECTED BENEFITS	

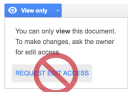
TYPE OF BENEFIT	BASE OF ESTIMATE	ESTIMATED BENEFIT AMOUNT
Specific Cost Savings		\$ -
Enhanced Revenue		\$ -
Higher Productivity (Soft)		\$ -
Improved Compliance		\$ -
Better Decision Making		\$ -
Less Maintenance		\$ -
Other Costs Avoided		\$ -
TOTAL BENEFIT		\$ -

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY	ROLE	DATE

CLICK HERE TO CREATE IN SMARTSHEET

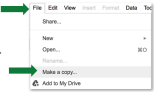


**How to use this template:**

This is a view-only file and cannot be edited.

**Create your own copy** of this template to edit.

In the menu, click **File > Make a copy...**



Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.