**Project Definition**

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| --- | --- |
| Background | Objectives |
| <What is this project? Why now?> | <What is the solution space? Performance goals on time, cost, quality…..> |
| Desired Outcomes | Project Scope & Exclusions |
| <The result of the change derived from using the project’s output> | <What are we agreeing to cover in this project and what is OK to leave out> |
| Constraints & Assumptions | Project Tolerances |
| <Resources, organization, competency, start-up time, technology?> | <What can the business case withstand? When do we have to raise an exception to the corporate or programme board?> |
| Users & Stakeholders | Interfaces |
| <Who are they? Names and roles?> | <Interfaces to other systems or projects> |

**Outline Business Case**

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| --- | --- |
| Executive Summary | Reasons |
| <Highlight of key points> | <The reasons for undertaking the project. Why is the project required?> |
| Business Options | Expected Benefits and Dis-Benefits |
| <What happens if we do nothing, a minimum, do something?> | <The benefits the project will deliver in measurable terms. Any dis-benefits?> |
| Timescale | Cost |
| <Over which the project will run and over which the benefits will be realized> | <Project cost, the ongoing operations and maintenance. Funding arrangements> |
| Investment Appraisal | Major Risks |
| <What is the Return of Investment?> | <Key risks associated with the project> |

**Project Product Description**

|  |  |
| --- | --- |
| Composition | Development Skills Requires |
| <A description of the major products to be delivered> | <An indication of skills required to develop the project’s products> |
| Quality Expectations | Acceptance Methods and Acceptance Responsibilities |
| <A description of the quality expected of the project’s product. Standards, requirements, processes> | <When is the project completed and how is it measured? Who will do it?> |

|  |  |
| --- | --- |
| Project Approach | <Type of solution, development approach, outsource vs in-house, development method> |
| Project Management Team Structure | <Who takes which role on the project board and who is project manager?> |
| Role Descriptions | <For the project management team and other resources identified> |