Product Description [Product Identifier]

[Project Name]

|  |  |
| --- | --- |
| Purpose | Understand the detailed nature, purpose, function and appearance of the product  Define who will use the product, the sources of information, the quality level required and identify activities to produce, review and approve the product.  Define the people or skills required |

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| **Rev.** | **Date** | **Reason for issue** | **Author** | **Reviewed by** | **Approved by** |
| 0.1 | [Date] | [Description] | [Name] | [Name] | [Name] |
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# Purpose

[Define what the purpose of the project’s product will fulfill. Describe it to only to a level of detail that is sufficient to plan and manage its development.   
Describe the function of the product and who will use it.]

# Composition

[What parts will be delivered at the completion of this product?   
Think of this as an order where you could request:  
- a report   
- a design document   
- a flow chart  
- a new electronic component  
- a list of people and work descriptions   
- a questionnaire/results from a survey  
If it is a document, include a list of the expected chapters/sections]

# Derivation

[What are the source products from which this product comes from   
such as:  
- a design is derived from a specification  
- a product is bought in from a supplier  
- a statement of the expected benefits is obtained from the user  
- a product is obtained from another department or team  
- an existing products to be modified

# Format and Presentation

[Will the product be a document, presentation slides, a new software, hardware or a process? Where will it be applicable?]

# Development Skills Required

[Indicate the skills required to develop this product, or point to areas/departments that should supply development resources. You do not have to identify the actual people now, it can wait until you start working on this product.]

# Quality Criteria

[The purpose of Quality Criteria is to define and implement the means by which the project will verify products that are fit for purpose. *E.g.* The requirements for operations and maintenance. What are the users willing to sign off?  
  
A prioritized list of criteria that the product must meet before the user will accept it. Measurable definitions of the attributes like:  
- ease of use  
- ease of support  
- ease of maintenance  
- appearance  
- major functions  
- development cost  
- running cost  
- capacity  
- availability  
- reliability  
- security  
- accuracy  
- performance  
  
All criteria must be:  
- realistic  
- consistent  
- proven within the project life]

# Quality Tolerance

[Details of any range in the quality criteria within which the product would be acceptable.]

# Quality Method

[How will the quality or functionality be checked  
- design verification  
- pilot  
- test  
- inspection  
- review]

# Quality Skills Required

[Indicate the skills required to check and approve this product, or point to areas/departments that should supply approval resources.  
  
You do not have to identify the actual people now, it can wait until the final product is ready for review/approval.]

# Quality Responsibilities

[Who will do what and how? Define the producer, reviewer and approver for the product.]