Product Description PD X.x

<Title – Name by which the product is known>

|  |  |  |
| --- | --- | --- |
| Revison | *Revision date* | *Author* |
| <Revision x> | <date> | <Author of the Product Description> |

|  |  |
| --- | --- |
| Purpose | <This defines the purpose that the product will fulfill and who will use it. Is it a means to an end or an end in itself?> |
| Composition | <This is a list of the parts of the product. For example, if the product is a report, this will list the expected chapters > |
| Derivation | < What are the source products from which this product is derived? Examples are:  A design is derived from a specification  A product is bought in from a supplier  A statement of the expected benefits are obtained from the user  A product is obtained from another department or team> |
| Format and presentation | < The characteristics of the product, for example, if the product were a report, this would specify whether the report should be a document, presentation slides, or an email > |
| Development skills required | < An indication of the skills required to develop the product or a pointer to which area(s) should supply the development resources. Identification of the actual people may be left until planning the stage in which the product is to be created > |
| Quality criteria | < To what quality specification must the product be produced, and what quality measurements will be applied by those inspecting the finished product? This might be a simple reference to one or more common standards that are documented elsewhere, or it might be a full explanation of some yardstick to be applied. If the product is to be developed and approved in different states (e.g. dismantled machinery, moved machinery and re-assembled machinery), then the quality criteria should be grouped into those that apply for each state > |
| Quality tolerance | < Details of any range in the quality criteria within which the product would be acceptable > |
| Quality method | < What kinds of quality method – for example, design verification, pilot, test, inspection or review – are to be used to check the quality or functionality of the product?> |
| Quality skills required | < An indication of the skills required to undertake the quality method or a pointer to which area(s) should supply the checking resources. Identification of the actual people may be left until planning the stage in which the quality inspection is to be done > |
| Quality responsible | < This refers to the procedure for raising issues and risks> |