**Project Definition**

Basic Version

WORKSHEET

*Note: All projects, large and small, will benefit from a complete project definition as most projects that get into trouble, do so right at the start. Complete all sections in this worksheet, even if some appear not to be needed or even if you feel “everyone knows that”. It is intended that the project definition is as early as possible in a project and updated as the project initiation activities progress. If some information in the project definition is unknown, state actions and roles to resolve.*

*Completed By: Date:*

*Contact Info:*

*Approved By: Date:*

Project **Title**:

Project **Owner**: – The individual to whom the project manager is accountable to.

Project’s **Customer:** – If different than the “Owner”; maybe sponsor or another stakeholder

Project **Leader / Manager**: - The individual that will lead and be accountable for this project.

Project **Need and Importance**

* This project solves the following problem, or meets the following need:
* This project is important because:

Project **Objectives / Success Measures** – Answers the question “This project is successful if……….”

* Xx
* Xx
* xx

Needed Project **Outcome** - A list of all physical results and/or conditions that are the intended outcomes or results of this project. If both needed and desired outcomes exist, identify those differences.

Project **Constraints** - Define what constraints the project must be performed within

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* Known Budget Limitations
* Known Schedule Limitations – Start Date, Complete Date, Interim Milestone Dates
* Known Resource Constraints – Staff, Facilities, Equipment, Materials, …..
* Known Other Constraints – Examples are access to information, access to stakeholders, etc.

Project **Stakeholders and Roles** – Whom is involved in this project and what is their respective role.

* Owner – (Include Directive, Approval, Awareness, Work Completion or other Roles)
* Customer – (Include Directive, Approval, Awareness, Work Completion or other Roles)
* Subcontractors – (Include Directive, Approval, Awareness, Work Completion or other Roles)
* Peer Organizations – (Include Directive, Approval, Awareness, Work Completion or other Roles)
* Project Team Members – Team members known at this time and their individual roles (Note that some team members maybe defined as a result of the succeeding project planning effort)

Project **Major Assumptions** – Major and important assumptions for this project known at this time. These might be related to resources, support from various stakeholders, financing details and other topics.

**Additonal Information Important to Defining this Project**

**References** – (Linkages to other key information such as proposals, quotes, plans, specifications, contracts, etc. that are directly related to the definition of this project)