

Project Definition and Requirements

Submitted by:	Project:
Project Sponsor:	Date:

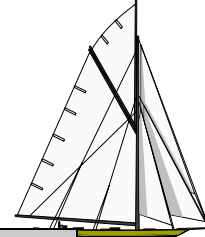
PROVIDE A BRIEF DESCRIPTION OF THE PROJECT

LIST THE KEY STAKEHOLDERS

LIST THE PROJECT OBJECTIVES (WHAT IS DRIVING THIS PROJECT?)

LIST THE PROJECT DELIVERABLES

FOR THE DELIVERABLES ABOVE, LIST THE MILESTONE DATES ASSOCIATED WITH EACH.



FOR THE DELIVERABLES ABOVE, OUTLINE THE HUMAN RESOURCES AND EXPERTISE YOU BELIEVE WILL BE NEEDED FOR PROJECT SUCCESS.

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LIST SOME OF THE PROJECT ASSUMPTIONS (COST, SCHEDULE, QUALITY, ETC.)

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LIST ANY CONSTRAINTS THAT MIGHT LIMIT YOUR PROJECT ACTIVITIES.

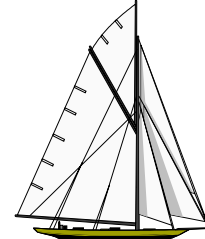
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DESCRIBE THE TOP 5 PROJECT RISKS (PROBLEMS) THAT CAN CAUSE YOUR PROJECT TO FAIL.

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LIST THE CLIENT 'ACCEPTANCE' CRITERIA FOR THIS PROJECT.

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Communications Planning

WHO GETS WHAT CORRESPONDENCE? FILL-IN THE TABLE BELOW (MARK WITH "X")

<u>Documents</u>	Project Manager	Project Team	Project Sponsor	Client	Procurement	Finance--CFO	Public Relations	Key Supplier			
Project Plan											
Status Reports											
Budget											
Supplier Documents											
RFP's											
Project Charter											
Risk Reviews											
Project WBS											
Purchase Orders											
Change Orders											
Client Acceptance Form											

FINAL PROJECT MISCELLANEOUS ITEMS

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"ORDER OF MAGNITUDE" BUDGET ESTIMATE

(Note: this should be a preliminary 'best guess' estimate. The estimate should be refined as detailed planning proceeds).

\$ _____.

Notes:

1. This document should be completed as a team exercise. If the team has not yet been formed, the project manager and executive sponsor should complete this document.
2. This document should be prepared in the early stages of project concept or planning. The intent is to identify as early as possible, key project information.
3. The information gathered for this document should also be used to develop a full project plan.