

Project Definition Form

Project Client Company / department name		Sponsor Dr / Mr / Mrs / Ms	
Project Title			
Link with client's strategy		Quote from strategy document to show link to this project	
Background		Brief background information	
Benefits		Outline benefits project delivers to stakeholders	
Objectives		Specific objectives for this project	
Deliverables		What will be delivered upon project completion	
Project includes:		Project DOES NOT include:	
Define project boundaries		Excluded items	
Success Criteria		Measurable goals (e.g. time, cost, performance)	
Constraints		Quantifiable, specific constraints (e.g. resources, deadline)	
Key Assumptions		Assumptions made to produce this Project Definition Form	
Project Risks		Brief description of identified risks	
Project Issues		Brief overview of known issues	
Project Manager		Dr / Mr / Mrs / Ms Name, Job Title, Contact details	
Project Sponsor		Dr / Mr / Mrs / Ms Name, Job Title, Contact details	
Steering Group Members:	Name & Role	Project Team Members:	Name & Role
Resource Costs:		Other Costs:	
Total costs & anticipated Profit / ROI (Reference detailed budget)			
Start Date dd / mm / yyyy		Completion Date dd / mm / yyyy	
APPROVAL	Proj. Man. Signature & Date (dd/mm/yyyy)		Sponsor Signature & Date (dd/mm/yyyy)