**PROJECT DEFINITION DOCUMENT TEMPLATE**

GENERAL PROJECT INFORMATION

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | PROJECT SPONSOR |
|   |   |   |
| EMAIL | PHONE | ORGANIZATIONAL UNIT |
|   | 000-000-0000 |   |
| GREEN BELTS ASSIGNED |   |   | EXPECTED START DATE | EXPECTED COMPLETION DATE |
|   | 00/00/0000 | 00/00/0000 |
| BLACK BELTS ASSIGNED |   |   | EXPECTED SAVINGS | ESTIMATED COSTS |
|   | $0 | $0 |

PROJECT OVERVIEW

|  |  |
| --- | --- |
| PROBLEM OR ISSUE  |   |
| PURPOSE OF PROJECT |   |
| BUSINESS CASE |   |
| GOALS / METRICS |   |
| EXPECTED DELIVERABLES |   |

PROJECT OBJECTIVES (HIGH LEVEL OVERVIEW) AND PRIORITIZATION

|  |  |  |
| --- | --- | --- |
| **PROJECT OBJECTIVE**  | **NOTES** | **RANK** |
| Quality  |  |  |
| Stakeholder Satisfaction |  |  |
| Scope Overview |  |  |
| Cost Overview |  |  |
| Schedule |  |  |

PROJECT SCOPE

|  |  |
| --- | --- |
| WITHIN SCOPE |   |
| OUTSIDE OF SCOPE |   |

TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **KEY MILESTONE** | **START** | **FINISH** |
| Form Project Team / Preliminary Review  |  |  |
| Finalize Project Charter / Definition Document |  |  |
| Kick Off / Planning Phase / Scope Definition |  |  |
| Execution / Control Phase |  |  |
| Project Summary Report and Close Out |  |  |

RESOURCES

|  |  |
| --- | --- |
| PROJECT TEAM |   |
| SUPPORT RESOURCES |   |
| SPECIAL NEEDS |   |

COSTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COST TYPE** | **VENDOR / LABOR NAMES** | **RATE** | **QTY** | **AMOUNT** |
| **Labor** |   | $0.00 | 0 |  $ 0.00  |
| **Labor** |   | $0.00 | 0 |  $ 0.00 |
| **Labor** |   | $0.00 | 0 |  $ 0.00 |
| **Labor** |   | $0.00 | 0 |  $ 0.00 |
| **Labor** |   | $0.00 | 0 |  $ 0.00 |
| **Supplies** |   | $0.00 | 0 |  $ 0.00 |
| **Miscellaneous** |   | $0.00 | 0 |  $ 0.00 |
|   |   |   | TOTAL COSTS |  $ 0.00 |

BENEFITS AND CUSTOMERS

|  |  |
| --- | --- |
| PROCESS OWNER |   |
| KEY STAKEHOLDERS |   |
| FINAL CUSTOMER |   |
| EXPECTED BENEFITS |   |

|  |  |  |
| --- | --- | --- |
| **TYPE OF BENEFIT** | **BASIS OF ESTIMATE** | **ESTIMATED BENEFIT AMOUNT** |
| Specific Cost Savings |   |  $ 0.00 |
| Higher Productivity (Soft) |   | $ 0.00 |
| Improved Compliance |   | $ 0.00 |
| Better Decision Making |   | $ 0.00 |
| Less Maintenance |   | $ 0.00 |
| Other Costs Avoided |   | $ 0.00 |
|   |   |   | TOTAL BENEFIT | $ 0.00 |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

|  |  |
| --- | --- |
| RISKS |   |
| CONSTRAINTS |   |
| ASSUMPTIONS |   |

|  |  |  |
| --- | --- | --- |
| PREPARED BY | TITLE | DATE |
|   |   |   |

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| --- |
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