[](https://www.smartsheet.com/try-it?trp=11384&utm_source=integrated+content&utm_campaign=/content/project-definition&utm_medium=Project+Definition+Document+doc+11384&lpa=Project+Definition+Document+doc+11384&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**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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