

PROJECT DEFINITION DOCUMENT TEMPLATE

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GENERAL PROJECT INFORMATION

PROJECT NAME

PROJECT MANAGER

PROJECT SPONSOR

EMAIL

PHONE

ORGANIZATIONAL UNIT

GREEN BELTS ASSIGNED

EXPECTED START DATE

EXPECTED COMPLETION DATE

BLACK BELTS ASSIGNED

EXPECTED SAVINGS

ESTIMATED COSTS

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	

BENEFITS AND CUSTOMERS

PROCESS OWNER	
KEY STAKEHOLDERS	
FINAL CUSTOMER	
EXPECTED BENEFITS	

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

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY

TITLE

DATE

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