

Document: Abbreviated Project Definition

Project Name

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Project Name

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Project Overview

Describe the background and context for the project and why it is being undertaken. Speak to the business value of the work being performed. Put sufficient information here so that the rest of the sections in the Abbreviated Project Definition make sense. (Remove this comment section from final document.)

Project Scope

This section is where you clearly define the logical boundaries of your project. Scope statements are used to define what is within the boundaries of the project and what is outside those boundaries. Examples of areas that could be examined are data, processes, applications, or business areas. The following types of information can be helpful:

- *The types of deliverables that are in scope and out of scope (business requirements, current state assessment)*
- *The major life-cycle processes that are in scope and out of scope (analysis, design, testing)*
- *The types of data that are in scope and out of scope (financial, sales, employee)*
- *The data sources (or databases) that are in scope and out of scope (billing, general ledger, payroll)*
- *The organizations that are in scope and out of scope (human resources, manufacturing, vendors)*
- *The major functionality that is in scope and out of scope (decision support, data entry, management reporting)*

(Remove this comment section from final document.)

The scope of this project includes and excludes the following items:

In Scope:

-
-
-
-

Out of Scope:

-
-
-
-

Deliverables Produced:

All projects have deliverables. In this section, describe the deliverables of the project. Provide enough explanation and detail that the reader will be able to understand what is being produced. Make sure that the deliverables produced align with what is in scope from the previous section.

- Deliverable 1: Deliverable description
- Deliverable 2: Deliverable description
- Deliverable 3: Deliverable description

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Project Estimated Effort/Cost/Duration

The estimated effort hours and project costs may be depicted in many ways, including costs by team member, cost by deliverable, cost by milestone, or cost by category (internal labor, external labor, travel, training, supplies, etc.). Also include a brief timeline (or a set of bullets) showing the project start date, major milestones, and end date. (Remove this comment section from final document.)

Estimated Cost:

Estimated Effort Hours:

Estimated Duration:

Milestone	Date
Start of Project	dd/mm/yy
Milestone 1	dd/mm/yy
Milestone 2	dd/mm/yy
.....	
End of Project	dd/mm/yy

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Project Assumptions

Project assumptions are circumstances and events that need to occur for the project to be successful, but are outside the total control of the project team. They are listed as assumptions if there is a HIGH probability that they will in fact happen. The assumptions provide a historical perspective when evaluating project performance and determining justification for project-related decisions and direction. (Remove this comment section from final document.)

In order to identify and estimate the required tasks and timing for the project, certain assumptions and premises need to be made. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- Assumption 1
- Assumption 2
- Assumption 3, etc.

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Project Risks

Project risks are circumstances or events that exist outside of the control of the project team that will have an adverse impact on the project if they occur. (In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.) All projects contain some risks. Risks may not be able to be eliminated entirely, but can be anticipated and managed, thereby reducing the probability that they will occur.

Risks that have a high probability of occurring and have a high negative impact should be listed below. Also consider those risks that have a medium probability of occurring. For each risk listed, identify activities to perform to eliminate or mitigate the risk. (Remove this comment section from the final document.)

Project risks are characteristics, circumstances, or features of the project environment that may have an adverse effect on the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

Risk Area	Level (H/M/L)	Risk Plan
1. Project risk 1		Risk plan activity 1 Risk plan activity 2, etc.
2. Project risk 2		
3. Project risk 3		

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Project Approvals

Add any signatures that are important for the approval of the project. (Remove this comment section from final document.)

Project Sponsor — xxxx xxxx

Date

Manager of Project Manager — xxxx xxxx

Date

Project Manager — xxxx xxxx

Date