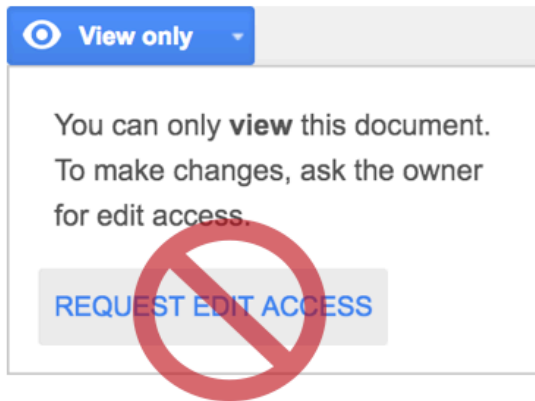


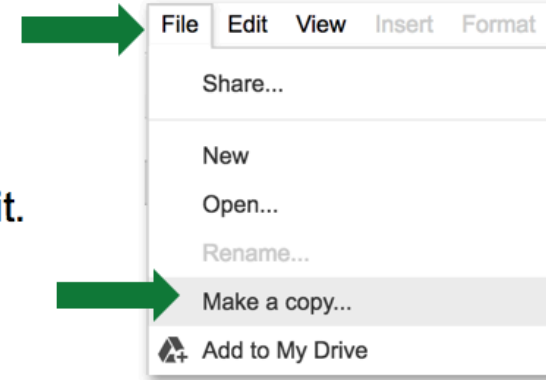


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PROJECT DEFINITION DOCUMENT TEMPLATE

Template begins on page 2.



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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