

Company Name:

Project Lead(s):

Date:

1. PURPOSE OF THE DOCUMENT

Identify the use and purpose of this document, what stakeholders it is intended for, and include other considerations such as method of distribution and management.

2. DEADLINE

State the project deadline.

3. GENERAL CONTEXT

INTRODUCTION

State the name of the project, provide context as to why the project was taken on, and summarize what will be included in the report and associated specifications.

MAIN GOAL OF THE PROJECT

Describe the need the project is fulfilling, who the final product is intended for and what the team aims to accomplish.

TEAM MEMBERS & ROLES

ASSUMPTIONS & RISKS

Describe any assumptions made, this can include information about the project context, internal and external stakeholders, the macro-environment, or otherwise. Also include associated risks.

4. FUNCTIONAL REQUIREMENTS & SCOPE

SITUATIONAL ANALYSIS/STRATEGY

Include situational analyses (can sue frameworks such as SWOT or PESTEL) and how the project strategically overcomes or satisfies situational criteria.

CRITICAL SUCCESS FACTORS

Describe parameters of success and how to measure/quantify them.

5. FUNCTIONAL REQUIREMENTS OF THE PRODUCT

FEATURES

Describe key features of the product and usage/accessibility considerations.

DESIGN/TECHNICAL DRAWINGS

BILL OF MATERIALS

Include part number, component, material type, quantity, supplier information.

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MILESTONES/BENCHMARKS

Describe anticipated projects milestones and benchmarks for tracking progress.

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6. ADDITIONAL DOCUMENTS & ATTACHMENTS

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7. TECHNICAL GLOSSARY

List and define any terminology or jargon mentioned in the document.

8. QUESTIONS & CONSIDERATIONS