Month, Day

Project Name

Year

Brief Summary or Tag Line

Project ID:	
Project Name:	
Project Sponsor:	
Business Process Owner:	
I.T. Owner	
Document Version:	
Approved Date:	

1.   Project Summary

1.1.   Project Overview

1.1.1. Problem Statement and/or Business Opportunity

1.1.2. Proposed Resolution Description

1.1.3. Business Benefits

1.1.4. Technical Benefits

1.2.   Scope

1.2.1. In Scope

ID	Description	Priority
1.		
2.		
3.		
4.		

1.2.2. Out of Scope

ID	Description
1.	
2.	
3.	
4.	

1.3.   Success Criteria

1.3.1. Criteria 1

1.4.   Project Controls

1.4.1. Assumptions

ID	Description
1.	
2.	
3.	
4.	

1.4.2. Risks

ID	Description	Probability	Impact
1.			
2.			
3.			
4.			

1.4.3. Dependencies

Type of Dependency	Dependency and Impact
Scheduling Dependency	
Technical Dependency	
Resource Dependency	
Other Dependencies	

1.4.4. Constraints

Type of Constraint	Constraint and Impact
Scheduling Constraint	
Technical Constraints	
Resource Constraints	
Other Constraints	

2.   Business Rules and Requirements

2.1.   Business Rules and Requirements

Req ID	Requirement Name Requirement	Business Rules	Clarity	Priority	Requirement Owner
1.	Requirement Name – Description				
2.					

3.   Business Process Maps

4. Additional Requirements

4.1. Technical Requirements

Req ID	Type	Requirement Name Requirement	Priority	Requirement Owner
1.	Interfaces	Requirement Name – Description		
2.	Data Cleansing	Requirement Name – Description		
3.	Data Migration	Requirement Name – Description		
4.	Data Conversions	Requirement Name – Description		

4.2. Security Requirements

Req ID	Requirement Name Requirement	Priority	Requirement Owner
1.	Requirement Name – Description		

4.3. Reporting Requirements

Req ID	Requirement Name Requirement	Priority	Requirement Owner
2.	Requirement Name – Description		

Appendix

4.4. Issue Log

ID	Date	Decision	Decision Owner
1.			
2.			
3.			
4.			

4.5. Key Business Decisions

ID	Date	Issue	Issue Owner	Status (Open/Closed)
1.				
2.				
3.				
4.				

4.6. Project Stakeholders

ID	Stakeholder Role	Name	Title	Functional Area
1.				
2.				
3.				
4.				

4.7. Approval Log

ID	Date	Name	Comments
1.			
2.			
3.			
4.			

4.8.   Document Revision History

ID	Date	Version	Change Made	Author
1.				
2.				
3.				
4.				