

## Project Definition Document

Directions: To create your own Project Definition Document, please use this form to record your project information in the space provided.

1. What is the project?

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2. Purpose ("Why are you doing this?")

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3. Goals/Objectives

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4. Success criteria

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5. Stakeholders

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6. Constraints/Limitations

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7. Resources (that you have and that you may need)

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8. Scope (the boundaries of your project)

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9. Out-of-scope items

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10. Risks

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11. Recommended approach

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12. Organizational change issues (What is the impact of changing the status quo?)

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