

Employment First Maine

WORK GROUP: Project Definition

Start Date:

End Date:

Project Sponsor:

Project Manager:

Team Members:

Project Advisors:

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 enough information here so that the rest of the sections in the Project Definition make sense.

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)*

In Scope:

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Out of Scope:

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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 2:
- Deliverable 3:

Organizations Affected or Impacted:

Specify areas or groups affected by, or that may participate in, the project. This is meant to be comprehensive but high level. Individual names should not appear, but the organizations they represent are included here.

Organization	How Are They Affected, or How Are They Participating?

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.

Estimated Cost:

Estimated Effort Hours:

Estimated Duration:

Milestone	Date
Start of Project	
Milestone 1	
Milestone 2	
End of Project	

Project Assumptions (What needs to occur for the project to be successful?)

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.

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Project Risks (What is outside the control of the team that could have an adverse impact?)

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.

Risk Area	Level (H/M/L)	Risk Plan

Measurement Indicators:

To undertake a project, there ought to be some discernable impact. In this section, describe the measurement indicators of the project that will be used for current state and future state analysis. Include the measurements to be taken, intervals at which the measurements will occur, the sources of data to be used and improvement target.

Measurement	Interval/Data Source	Improvement Target

Project Approvals

Project Sponsor

Date

Project Manager

Date