

PROJECT REQUIREMENTS SPECIFICATION TEMPLATE

IMPORTANT REMINDER: A narrative written charter must be circulated and signed by the project sponsors. You can attach a completed version of this template to your narrative written charter in an effort to keep it short and concise. Please make sure you meet with the project team and sponsors before completing this template. Much of the information required will need to come from a discussion with team members and sponsors.

GENERAL PROJECT INFORMATION

PROJECT NAME	PROJECT MANAGER	PROJECT SPONSOR

EMAIL	PHONE	ORGANIZATIONAL UNIT

GREEN BELTS ASSIGNED	EXPECTED START DATE	EXPECTED COMPLETION DATE

BLACK BELTS ASSIGNED	EXPECTED SAVINGS	ESTIMATED COSTS

PROJECT OVERVIEW

PROBLEM OR ISSUE	
PURPOSE OF PROJECT	
BUSINESS CASE	
GOALS / METRICS	
EXPECTED DELIVERABLES	

PROJECT SCOPE

WITHIN SCOPE	
OUTSIDE OF SCOPE	

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH
Form Project Team / Preliminary Review / Scope		
Finalize Project Plan / Charter / Kick Off		
Define Phase		
Measurement Phase		
Analysis Phase		
Improvement Phase		
Control Phase		
Project Summary Report and Close Out		

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY

TITLE

DATE

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