

# PROJECT REQUIREMENTS SPECIFICATION TEMPLATE

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**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           |       |        |
|  |       |        |
|  |       |        |
|  |       |        |

## RESOURCES

|                   |  |
|-------------------|--|
| PROJECT TEAM      |  |
| SUPPORT RESOURCES |  |
| SPECIAL NEEDS     |  |

## COSTS

| COST TYPE | VENDOR / LABOR NAMES | RATE | QTY | AMOUNT      |
|-----------|----------------------|------|-----|-------------|
|           |                      |      |     |             |
|           |                      |      |     |             |
|           |                      |      |     |             |
|           |                      |      |     |             |
|           |                      |      |     |             |
|           |                      |      |     |             |
|           |                      |      |     |             |
|           |                      |      |     | TOTAL COSTS |



# RISKS, CONSTRAINTS, AND ASSUMPTIONS

|             |  |
|-------------|--|
| RISKS       |  |
| CONSTRAINTS |  |
| ASSUMPTIONS |  |

PREPARED BY

TITLE

DATE

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

## **DISCLAIMER**

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