HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Project Product Description. There is also a Product Description for the Project Product Description at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [....] text

When the template is complete, the Project Product Description can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

Saving the Project Product Description under its own name

Save the Project Product Description by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Project Product Description is complete check the document against the following Quality Criteria:

- The purpose is clear

- The composition defines the complete scope of the project

- The acceptance criteria form the complete list against which the project will be assessed

- The acceptance criteria address the requirements of all the key stakeholders (e.g. operations and maintenance)

- It defines how the users and the operational and maintenance organizations will assess the acceptability of the finished product(s):

    o All criteria are measurable

- o Each criterion is individually realistic

- o The criteria are realistic and consistent as a set. For example, high quality, early delivery and low cost may not go together

- o All criteria can be proven within the project life (e.g. the maximum throughput of a water pump), or by proxy measures that provide reasonable indicators as to whether acceptance criteria will be achieved post-project (e.g. a water pump that complies with reliability design and manufacturing standard)

- The quality expectations have considered:

  - o The characteristics of the key quality requirements (e.g. fast/slow, large/small, national/global)

  - o The elements of the customer's quality management system that should be used

  - o Any other standards that should be used

  - o The level of customer/staff satisfaction that should be achieved if surveyed

PROJECT PRODUCT DESCRIPTION

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Project Product Description History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found at this location – *[insert folder structure]*

1.2 Revision History

Date of this revision:
Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.
Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2   Table of Contents

Page

3   Title

[Name by which the project is known]

4   Purpose

[The purpose that the project product will fulfil and who will use it. It is helpful in understanding the product's functions, size, quality, complexity, robustness etc.]

5   Composition

[A description of the major products to be delivered by the project]

6   Derivation

[What are the source products from which this product is derived? Examples are:

- Existing products to be modified

- Design specifications

- A feasibility report

- Project mandate]

7   Development Skills Required

[An indication of the skills required to develop the product, or a pointer to which area(s) should supply the development resources]

8   Customer's Quality Expectations

[A description of the quality expected of the project product and the standards and processes that will need to be applied to achieve that quality. The quality expectations are captured in discussions with the customer. Where possible, expectations should be prioritised]

9   Acceptance Criteria

[A prioritised list of criteria that the project product must meet before the customer will accept it – i.e. measurable definitions of the attributes that must apply to the set of

products to be acceptable to key stakeholders (and, in particular, the users and the operational and maintenance organisations)]

10   Project Level Quality Tolerances

[Any tolerances that may apply for the acceptance criteria]

11   Acceptance Method

[The means by which acceptance will be confirmed. This may simply be a case of confirming that all the project's products have been approved or may involve describing complex handover arrangements for the project product, including any phased handover of the project's products]

12   Acceptance Responsibilities

[Defining who will be responsible for confirming acceptance]