**Project Definition Template**

1. **Name of project:**
2. **A statement of project scope:**

* Project objective.
* The funder.
* A list of target outcomes.
* A list of committed outputs.
* A list of the project’s downstream processes.

1. **Target outcome definitions:**
2. **Validation of project scope**:

* Overview of scope validation.
* Outcomes coverage matrix (OCM).
* Integrated utilisation maps (IUMs).

1. **Committed outputs definition**.

For each committed output:

* A list of *included* fitness for purpose features (FPFs).
* A list of *excluded* fitness for purpose features.

1. **Scope boundaries**

* A list of selected excluded target outcomes.
* A list of selected excluded outputs.

A list of selected excluded downstream processes.

For detailed instructions on how to use this template and an example, please see Chapter 9 (Section 9.3.2) in:

Zwikael, O., Smyrk, J. R. (2019). *Project Management: A Benefit Realisation Approach*. Springer-Verlag, London, UK. ISBN: 978-3-030-03173-2 (print book); ISBN 978-3-030-03174-9 (eBook).