Project product description

Date: 24 July 2023

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [....] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*.

- 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).

- The project product description defines how the users and the operational and maintenance organizations will assess the acceptability of the finished product(s). It should ensure that:

    - all criteria are measurable

    - each individual criterion is realistic

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

    - 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 design and manufacturing standards of reliability).

- The quality expectations have been considered, including:

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

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

    - any other standards that should be used

    - the level of customer/staff satisfaction that should be achieved if surveyed.

Project product description

Project:

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

2   Title

[Name by which the project product is known]

3   Purpose

[This defines 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.]

4   Composition

[A description of the major products and/or outcomes to be delivered by the project]

5   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]

6   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]

7   Customer's quality expectations

[A description of the quality expected of the project product and/or outcomes and the standards and processes that will need to be applied to achieve that quality. They will impact on every part of the product development, and thus on time and cost. The quality expectations are captured in discussions with the customer. Where possible, expectations should be prioritized]

## 8	Acceptance Criteria

[A prioritised list of criteria that the project product and/or outcomes must meet before the customer will accept them. These are 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)]

## 9	Project level quality tolerances

[Specification of any tolerances that may apply for the acceptance criteria]

## 10	Acceptance method

[Statement of 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]

## 11	Acceptance responsibilities

[Definition of who will be responsible for confirming acceptance]