

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 Product Description. There is also a Product Description for the Product Description document at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word. 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 Product Description document can be printed and approved.

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

Saving the Product Description document under its own name

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

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

- The purpose of the product is clear and is consistent with other products
- The product is described to a level of detail sufficient to plan and manage its development
- The product description is concise yet sufficient to enable the product to be produced, reviewed and approved
- Responsibility for the development of the product is clearly identified
- Responsibility for the development of the product is consistent with the roles and responsibilities described in the project management team organization and the quality management approach

- The quality criteria are consistent with the project quality standards, standard checklists and acceptance criteria
- The quality criteria can be used to determine when the product is fit for purpose
- The types of quality inspection required are able to verify whether the product meets its stated quality criteria
- The Senior User(s) confirms that their requirements of the product, as defined in the product description, are accurately defined
- The Senior Supplier(s) confirms that the requirements of the product, as defined in the product description, can be achieved.

PROJECT DOCUMENTATION

PRODUCT DESCRIPTION

Project:

Release:

Date:

Product Title:

Identifier: [probably allocated by the change control method and likely to include the project name, item name and version number]

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 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

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3 Identifier

[Unique key, probably allocated by the change control method and likely to include the project name, item name and version number]

4 Title

[Name by which the product is known]

5 Purpose

[This defines the purpose that the product will fulfil and who will use it. Is it a means to an end or an end in itself? It is helpful in understanding the product's functions, size, quality, complexity, robustness etc.]

6 Composition

[This is a list of the parts of the product. For example, if the product were a report, this would be a list of the expected chapters or sections]

7 Derivation

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

- A design is derived from a specification
- A product is bought in from a supplier
- A statement of the expected benefits are obtained from the user
- A product is obtained from another department or team]

8 Format & presentation

[The characteristics of the product, for example, if the product were a report, this would specify whether the report should be a document, presentation slides, or an email]

9 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. Identification of the actual people may be left until planning the management stage in which the product is to be created]

10 Quality criteria

[To what quality specification must the product be produced, and what quality measurements will be applied by those inspecting the finished product? This might be a simple reference to one or more common standards that are documented elsewhere, or it might be a full explanation of some yardstick to be applied. If the product is to be developed and approved in different states (e.g. dismantled machinery, moved machinery and reassembled machinery), then the quality criteria should be grouped into those that apply for each state]

11 Quality tolerance

[Details of any range in the quality criteria within which the product would be acceptable]

12 Quality method

[The kinds of quality method – for example, design verification, pilot, test, inspection or review – that are to be used to check the quality or functionality of the product]

13 Quality skills required

[An indication of the skills required to undertake the quality method or a pointer to which area(s) should supply the checking resources. Identification of the actual people may be left until planning the management stage in which the quality inspection is to be done]

14 Quality responsibilities

[Defining the producer, reviewer(s) and approver(s) for the product.]