

PRINCE2™- Product Description

Project Name:			
Date:		Release:	Draft/Final
Author:			
Owner:			
Client:			
Document Number:			

Note: This document is only valid on the day it was printed

Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose

A Product Description is used to:

- Understand the detailed nature, purpose, function and appearance of the product
- Define who will use the product
- Identify the sources of information or supply for the product
- Identify the level of quality required of the product
- Enable identification of activities to produce, review and approve the product
- Define the people or skills required to produce, review and approve the product.

Contents

A Product Description should cover the following topics.

Purpose.....	3
Composition.....	3
Derivation.....	3
Format and Presentation.....	3
Development Skills Required.....	4
Quality Criteria.....	4
Quality Tolerance.....	4
Quality Method.....	4
Quality Skills Required.....	4
Quality Responsibilities.....	5

Advice

A product Description is derived from the Product breakdown structure, The end-users of the product, Quality Management Strategy and the Configuration Management Strategy.

A Product Description can take a number of formats, including: Document, presentation slides or mind map; Entry in a project management tool.

The following quality criteria should be observed:

- 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 Strategy
- 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.

Identifier¹	
Title²	

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.)

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)

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 is obtained from the user; or a product is obtained from another department or team)

Format and 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)

¹ Unique key, probably allocated by the configuration management method and likely to include the project name, item name and version number

² Name by which the product is known

© Crown copyright 2009.

PRINCE2™ is a Trade Mark of the Office of Government Commerce

Quality Responsibilities

Role	Responsible Individuals
Product Producer	
Product Reviewer(s)	
Product Approver(s)	