

PROJECT SPECIFICATION

A formal specification document to define project scope, objectives, timeline, and resources

Project Name: *[Project Name]*

Date: *[Date]*

Version: *v1.0*

Prepared By: *[Author Name]*



01 PROJECT OVERVIEW

Project Title: [Project Name]

Project Summary

Brief description of the project, its purpose, and the outcomes it is intended to achieve. This summary should be concise but complete enough for any stakeholder to understand the project at a glance.

02 PROJECT SCOPE

In Scope	Out of Scope
[Item 1]	[Item 1]
[Item 2]	[Item 2]
[Item 3]	[Item 3]

03 OBJECTIVES & DELIVERABLES

Objective	Deliverable(s)	Success Metrics	Deadline
[Objective 1]	[Deliverable 1]	[Metric 1]	[Date 1]
[Objective 2]	[Deliverable 2]	[Metric 2]	[Date 2]
[Objective 3]	[Deliverable 3]	[Metric 3]	[Date 3]

04 TIMELINE & MILESTONES

Insert Gantt chart or visual timeline here. Replace this callout with a screenshot or embedded chart to communicate the project schedule at a glance.

Key Milestones

Milestone	Target Date	Owner	Status
[Milestone 1]	[Date]	[Name]	[On Track / At Risk]
[Milestone 2]	[Date]	[Name]	[On Track / At Risk]
[Milestone 3]	[Date]	[Name]	[On Track / At Risk]

05 BUDGET & RESOURCES

Resource	Quantity	Unit Cost	Total Cost
[Resource 1]	[Qty]	[\$]	[\$]
[Resource 2]	[Qty]	[\$]	[\$]
[Resource 3]	[Qty]	[\$]	[\$]
TOTAL			[\$]

06 STAKEHOLDERS & ROLES

Stakeholder	Role	Responsibilities	Contact
[Name 1]	[Role 1]	[Responsibility 1]	[Contact 1]
[Name 2]	[Role 2]	[Responsibility 2]	[Contact 2]
[Name 3]	[Role 3]	[Responsibility 3]	[Contact 3]

07 RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Strategy	Owner
[Risk 1]	High	High	[Strategy 1]	[Name 1]
[Risk 2]	Medium	Low	[Strategy 2]	[Name 2]
[Risk 3]	Low	Medium	[Strategy 3]	[Name 3]

08 QUALITY & COMPLIANCE STANDARDS

Standard	Criteria	Compliance Method	Measurement
[Standard 1]	[Criteria 1]	[Method 1]	[Metric 1]
[Standard 2]	[Criteria 2]	[Method 2]	[Metric 2]

09 COMMUNICATION PLAN

Type	Purpose	Frequency	Responsible	Audience
[Type 1]	[Purpose 1]	[Freq 1]	[Name 1]	[Aud 1]
[Type 2]	[Purpose 2]	[Freq 2]	[Name 2]	[Aud 2]

10 APPROVAL & SIGN-OFF

By signing below, the named stakeholders confirm they have reviewed and approved this project specification.

Stakeholder	Role	Signature	Date
[Name 1]	[Role 1]	_____	_____
[Name 2]	[Role 2]	_____	_____
[Name 3]	[Role 3]	_____	_____