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. The information for the Product Description will be found within the Controls section of the PRINCE2 Manual. There is also a Product Description for the Product Description at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 97. 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 whole 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:

- Is the purpose clear and consistent with other products?

- Is the product described to a level of detail sufficient to plan and manage its development?

- Is the composition of the product more like a requirements specification than a description of the contents/elements of a product?

- Is the responsibility for the development of the product consistent with the roles and responsibilities described in the project management team organisation and the Project Quality Plan?

- Are the quality criteria consistent with the project quality standards, standard checklists and Acceptance Criteria?

- Can the quality criteria answer the question: 'How will I know when work on this product is finished as opposed to stopped?

- Are the types of quality check required able to verify that the product meets its stated quality criteria or not?

- Have people with the right knowledge and skills written the Product Description?

PRODUCT DESCRIPTION

Project:

Release:

Date:

Product Title:

Identifier: [Unique key, probably allocated by configuration management method used]

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 on the project's PC in location

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 are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2   Table of Contents

Post-Project Review Plan

3   Purpose

- [To understand the detailed nature, purpose and function of the product
- To identify the sources of information or supply of the product
- To describe the required appearance of the product
- To identify the level of quality required of the product
- To enable activities to develop and quality control the product to be identified
- To define the people or skills required to develop and check the product]

4   Composition

[This is a list of the parts of a product. E.g. if the product were a document, this would be a list of the expected chapters or sections]

5   Derivation

[What are the source products from which this product is derived? E.g.
- a design is derived from a specification
- a product is bought from a supplier
- a statement of the expected benefits are obtained from the user
- a product is obtained from another department or team]

6   Format and Presentation

[Any standard appearance to which the product must conform]

7   Allocation

[The person, group or skill type needed to create this product]

8   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.

9   Quality Method

[What kind of quality checking e.g. test, inspection or review, is to be used to check the quality or functionality of the product?

10   Quality Check Skills Required

[Either identification of the people who are to check the quality, an indication of the skills required to do so or a pointer to which area(s) should supply the checking resources. Identification of the actual people may be left until planning the stage in which the quality check is to be done]