**Project Vision**

**<Client Name>**

**<Project Name>**

**<Version Number>**

# Document Versioning Details

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Action** | **Author** | **Approver** |
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# Introduction

*[The project vision document encompasses the business case of any project. It als explains, on a high level, its features, users, benefits, constraints, assumptions along with the milestones.*

*This section provides an overview of the project vision document and briefly describes the business problem that is being solved, the scope of project activities, including the stakeholders involved in the project.]*

## Purpose

*[Define the specific intent behind creating the document and the details of the desired readers and audience of this document.]*

## Stakeholders

*[Give brief details about the stakeholders (both internal to the organization and external) involved in the project along with their name and designation details]*

|  |  |
| --- | --- |
| **Stakeholder Name** | **Designation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Scope

*[This subsection should contain:*

* *The objective behind creating the specific product or software*
* *Brief details about what the software should exactly do*
* *Broad outlines of what is included and what isn’t in the scope of activities under this project*
* *In case this project is spread across multiple phases, details of what requirements are to be addressed in which project phase*
* *The name of the product or software (if decided)]*

## Definitions and abbreviations

*[The meaning and description of any project-specific terminology, technical abbreviations, and business acronyms used in the document should be mentioned here. If the project used terms in a different context than the general understanding, even those details should be listed here.]*

|  |  |
| --- | --- |
| **Term** | **Definition** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## References

*[List down any of the other reference documents mentioned in the document. It may include:*

* *Documents on the shared project repository*
* *URLs or network locations*
* *Websites*
* *White papers*

*Also, the information against the reference artifacts shall be captured in the below table]*

|  |  |
| --- | --- |
| **Reference Document Details** | **Location** |
| *<Name/details of the artifact>* | *<Respective location in the network or shared project repository>* |
|  |  |
|  |  |
|  |  |
|  |  |

# Business Case

*[This section explains the rationale behind initiating the project, the business proposition, and the associated explanation.]*

## Business Opportunity/need

*[Explain the business opportunity that will be met by implementing the project and the need for the same.]*

## Problem statement

*[Provide details of the problem that will be solved by implementing this project and the project’s overall purpose.]*

# Requirement Categories

*[A stakeholder is a person who is positively or negatively affected by the project's outcome. This section furnishes the details of the stakeholders who will be a part of the project and the users who are going to use the end product/application/service.*

## 3.1 Stakeholders Detail

*[Describe each project stakeholder in sufficient detail in the tabular format given below.]*

|  |  |
| --- | --- |
| **Stakeholder Name** | *<Full name of the stakeholder>* |
| **Designation/Role** | *<Role of the stakeholder in the project>* |
| **Responsibilities** | *<Responsibilities assumed by the stakeholder in the project>* |
| **Domains/Function** | *<Details of the domain or function to which the stakeholder belongs >* |
| **Involvement** | *<Stakeholder’s level of participation in the project>* |
| **Contact Details/Email ID** | *<Stakeholder’s contact details>* |

*Note - [The above table should be repeated for every stakeholder in the project]*

## 3.2Users Roles

*[Give details of all the roles that should be there in the system and explain the functions assumed by each role and a high-level overview of the respective permissions.]*

## 3.3 User Environment

*[Users work in different environments, and user’s environmental details like their software and hardware requirements, facilities requirements, etc., should come here.]*

## 3.4 User Profile

*[Users profile details shall be elucidated in the form of the table below]*

|  |  |
| --- | --- |
| **User Type** | *<Specify the role of the user >* |
| **User interaction area/domain** | *<Specify whether the user is an internal or external user>* |
| **Responsibilities** | *< Description of user’s high-level responsibilities>* |
| **Involvement** | *<Describe how often the user will use the software. Options – Low, Moderate and High>* |
| **Deliverables** | *<Any additional details around the user>* |

# Project/Product Overview

*[This section defines an overview of the project along with the features, capabilities, and modules.]*

## Features

*[List the key features of the project while explaining the capabilities required for the software to be successful and acceptable.*

*The language to be used should be general enough for the non-technical stakeholders to understand while still being sufficient to convey the overall scope]*

|  |  |
| --- | --- |
| **Feature** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Benefits

*[Give details about how the features that are elaborated above will help attain the overall objective of the project and the benefit they will impart to the intended end-users/customers.]*

## Modules

*[There may be modules or broad categories in which the project’s features and requirements are expected to be divided into, and those details will come in here.]*

|  |  |
| --- | --- |
| **Module Name** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Other Requirements

*[List out any other high-level requirements that are not listed above but required for the project's overall success. This section may include: performance requirements, system requirements, standards to be followed, etc.]*

# Constraints

*[This section defines the conditions or circumstances that may/will pose a limitation in achieving the intended outcome from the project/product. Examples include – legal constraints, environmental constraints, technical constraints, financial constraints, etc.]*

|  |  |
| --- | --- |
| **Constraint** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Dependencies and Assumptions

*[This section lists all the external and internal dependencies the project/product is exposed to. Also, detail out the assumptions that were considered while drafting the Vision document.]*

|  |
| --- |
| **Dependencies** |
|  |
|  |
|  |
|  |
|  |
| **Assumptions** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

# Cost and Pricing

*[All the particulars and budgetary details against the cost of the application are listed in this section. It may include the approximate pricing for human resources hiring, 3rd party vendors, software, hardware, any notes/additional against the same.]*

# Quality Control

*[The quality expectations and acceptance criteria of the finished product/software are listed here. It may include the quality assurance and quality control activities to be performed, the process to be followed, resources allotted, and tools used.]*

# Project Documentation

*[The type of documentation and the level of details expected from the project documentation is described here. If required, information about the format and expected contents of the document can also be provided here, in the below format:]*

|  |  |
| --- | --- |
| **Document Name:** *<Name of the document>* | |
| **Description:** *<Explain the purpose of the document, its contents, format, etc…>* | |
| **Prepared in:** *<Specific phase of the project>* | **Prepared by:** *<Name/designation>* |

# Key Milestones

*[If the project's development is expected to follow a fixed timeline, then the key progress points (or milestones) should be earmarked beforehand.*

*This section should contain the details of all major milestones (e.g., delivery of functionality or completion of a module) in the project along with the details of when they should be achieved in the project’s lifecycle (specific date or days from project start), in the below format]*

|  |  |  |
| --- | --- | --- |
| **Milestone #** | **Deliverables** | **Due on/within** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Additional Details

*[Any details that are not a part of any of the above-detailed sections or any added details are provided here. It may include features like project management methodology to be used, anticipated risks, information on the project’s future phases, etc...]*

# Glossary

*[This section should contain the listing of any words or terms specific to the project scope along with their relevant meaning.]*