



United States Department of the Interior
National Indian Programs Training Center
1011 Indian School Road NW, Suite 254
Albuquerque, New Mexico 87104
(505) 563-5400



Project Requirements Document

Project Name:	Project Reference Number:
---------------	---------------------------

Project Team Members and Contact Phone Numbers

-
-
-
-

Background/Summary of Project
Provide a detailed description of the project.

Project Objectives
Objectives should be SMART (Specific, Measurable, Agreed-upon, Realistic, Time-bound).

Project Phases/Deliverables

Include what is to be delivered and the acceptance criteria for each.

Key Milestones

Identify specific milestones and dates.

Assumptions

Be descriptive.

Risks

Be descriptive; include both positive risks (opportunities) and negative risks (threats).

Key Resource Requirements

Be descriptive and as detailed as possible.

Constraints

Be descriptive.

Interrelated Projects

Be descriptive and include contact information for other project managers.

Acceptance Criteria

Include approving authority.

Reviews

Describe any known review, dates, and information needed at review.

Communication Plan

Be descriptive who, what, when, how often, and so on.

Change Management Plan

Be descriptive.

Financial Agreements

Be descriptive; identify the location of the business case document as necessary.

Approval Signatures

Identify who must agree with this document.