

# Project Definition

Name of Organisation .....

Project Title .....

Vision What will success look like?  
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Objectives What are you aiming to achieve?  
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Scope What is included within the project and what is not? Consider a scope which is realistic in light of the length of the programme and capacity of your team.  
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Project team Who cares about the objectives? Who is connected to the right people? Who has the expertise?  
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Stakeholders Who does this project affect? Who should be informed/consulted? Who is the target audience?  
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SMART goal Specific. Measurable. Attainable. Realistic. Timely

Version 1 .....  
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Version 2 .....  
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Version 3 .....  
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Version 4 .....  
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Version 5 .....  
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