

## Project Definition Document Template

### 1. Project Overview

#### 1.1. Project Identification

Project Name:			
Sponsoring Business Group:		Sponsoring BU/Org code:	
Sponsor Name:		Project Manager Name:	

#### 1.2. Business Objective

*Describe the business objectives that are addressed by this project.*

### 2. Project Steering Group (Business/Function)


### 3. Estimates

Estimated Project Start Date	
Estimated Project Completion Date	
Estimated Cost (Total cost of the project process and deliverables)	

Include third party contract information (where available)				
Vendor Name	Estimated Cost	Date of Contract	Length of Contract	Deliverable

**4. Major Stakeholders from Project Steering Group**

*These are individuals, functional areas, or business groups whose interests may be positively or negatively impacted by project execution or completion.*

Business / Functions	Name

**5. Authorization**

Title and Responsibility	Name	Signature
Project Manager who is ultimately responsible for the completion of the project.		
Project Sponsor who is responsible for providing the financial resources and business directions for the project.		
Financial Approver (Based on Prudential's Expenditure Approval Guidelines)		