



Project Team Definition
Project Name
Version

Your Company Name

Project Team Definition

Date

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Revision History

Date	Version	Author	Change

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This meeting and document identifies the business and technical groups and individuals responsible for the initiation, analysis, development, testing, installation, and approval of the project.

Meeting Subject	<i>Define Project (Name of Project) Team</i>		
Meeting Originator			
Meeting Date / Time			
Attendees			
Documents To Read			
Items To Bring			
Attachments			

Agenda Topic	Detailed Information	Presenter
<i>Introduction</i>		
<i>Overview of Project Purpose and Scope</i>		
<i>Identify Key Stakeholders and Sponsors</i>		
<i>Identify Project Participants</i>		
<i>Identify Key Milestones</i>		
<i>Etc.</i>		



Stakeholders

Stakeholder's Name	Phone #	Business / Technical Area	Role
			<i>Business Sponsor / Project Champion</i>
			<i>Business Owner</i>
			<i>IT Sponsor</i>
			<i>Project Manager</i>
			<i>Etc.</i>

Project Participants

Team Members Name	Phone #	Organization / Work Area	Role
			<i>Project Manager</i>
			<i>IT Team Lead</i>
			<i>Business Analyst</i>
			<i>Systems Analyst</i>
			<i>Database Administrator</i>
			<i>Developer</i>
			<i>Tester</i>
			<i>Business Functional Manager</i>
			<i>Subject Matter Expert</i>
			<i>Etc.</i>



Milestone Schedule

Milestone	Schedule	Completed
<i>Business Case Study</i>		
<i>Feasibility Study</i>		
<i>Cost / Benefit Analysis</i>		
<i>Project Approval Document</i>		
<i>Project Charter</i>		
<i>Functional Requirements</i>		
<i>Technical Requirements</i>		
<i>Requirements Traceability Matrix</i>		
<i>Project Plan</i>		
<i>Training Plan</i>		
<i>System Design Document</i>		
<i>Process Guide</i>		
<i>Installation Guide</i>		
<i>Software User Guide</i>		
<i>System Administrators Guide</i>		
<i>Technical Test Plan</i>		
<i>User Acceptance Test Plan</i>		
<i>Testing (unit, system, regression)</i>		
<i>Product Acceptance Document</i>		
<i>Production Turnover Approval</i>		
<i>Modification Request</i>		
<i>Product Retirement Plan</i>		

Additional Information:

(Use this section for additional instructions, comments, or directions, if any)