

Project Problem Definition Template

Project Name

Enter project name

Date

1. Background

Describe the background context for the project...

2. Problem Statement

Clearly state the problem to address...

3. Objectives

List the main objectives for this project...

4. Scope

Define what is included and excluded in the scope...

5. Stakeholders

Identify key stakeholders...

6. Constraints

List known constraints, e.g., resources, time, budget...

7. Assumptions

List assumptions made when defining the problem...

8. Expected Outcomes

Describe expected deliverables or outcomes...