

**Problem Statement for <name of project>**  
**<Authors>**  
**<Date>**

**1. High Level Problem Summary**

<“Elevator statement” describing the problem to be solved - a single sentence that captures the essence of the issue.>

<A summary of the primary success criteria.>

<A description of the scope of the project, what is to be included and, perhaps more importantly, what isn't.>

**2. Detailed Problem Statement**

**2.1 FUNCTION**

<What the solution must do and how it will be used: identifies key features and prioritizes needs.>

**2.2 FORM**

<The form the system must take in providing the functional features.>

**2.3 ECONOMY**

<The expected value and cost of the solution to customers and to your own organization.>

**2.4 TIME**

<The relationship of the solution to past, present, and future.>

**3. Key Stakeholders**

Name	<i>Role</i>
Name	<i>Role</i>
Name	<i>Role</i>

**4. Revision History**

Date	Version	Reason for change	Author