|  |  |
| --- | --- |
| **Identifier** |  |
| **Title** |  |

# Purpose

(This defines the purpose that the product will fulfil and who will use it. Is it a means to an end or an end in itself? It is helpful in understanding the product’s functions, size, quality, complexity, robustness etc.)

# Composition

(This is a list of the parts of the product. For example, if the product were a report, this would be a list of the expected chapters or sections)

# Derivation

(What are the source products from which this product is derived? Examples are: a design is derived from a specification; a product is bought in from a supplier; a statement of the expected benefits is obtained from the user; or a product is obtained from another department or team)

# Format and presentation

(The characteristics of the product - for example, if the product were a report, this would specify whether the report should be a document, presentation slides or an email)

# Development skills required

(An indication of the skills required to develop the product or a pointer to which area(s) should supply the development resources. Identification of the actual people may be left until planning the stage in which the product is to be created)

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality Criteria**[**3**](#_bookmark2) | **Quality Tolerance**[**4**](#_bookmark3) | **Quality Method**[**5**](#_bookmark4) | **Quality Skills Required**[**6**](#_bookmark5) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Quality responsibilities**

|  |  |
| --- | --- |
| **Role** | **Responsible Individuals** |
| **Product Producer** |  |
| **Product Reviewer(s)** |  |
| **Product Approver(s)** |  |