**INTRODUCTION**

This document sets out the Terms of Reference for the XYZ Project. It describes the high level objectives and scope of the project. It also sets out the cost and resource requirements for the initial feasibility study.

*The Terms of Reference for the feasibility study should be a short document that states the overall scope of the project, the high level objectives and any constraints, interfaces, assumptions and dependencies. It should spell out what is required for the feasibility study in terms of resources and costs. Any or all of the following sections should be included if relevant.*

**OBJECTIVES**

*The objectives should identify the business problem or requirement the project is intended to address and any history behind the project. It should explain how the project fits in with and supports the business strategy. Finally it should identify the business project sponsor and visionary.*

**SCOPE**

*The scope should detail all the aspects of the project that are in scope and any that are out of scope.*

**DEPENDENCIES, CONSTRAINTS & ASSUMPTIONS**

*List any internal or external dependencies (things that the project will be dependent on) together with any constraints being placed on the project. Typical constraints are that the project must be completed by a certain date, stay within a budget, use specific hardware or software. Any assumptions should also be included.*

**RESOURCE REQUIREMENTS**

*All resource requirements for the feasibility study stating the roles and responsibilities. This would include project management, business visionary and any other required roles.*

**REPORTING**

*What reporting will take place and at what frequency, how and to whom.*

**DELIVERABLES**

*This section explains the project deliverables, such as the Outline Business Case, Outline Solution, Feasibility Prototypes and Outline Plan.*

**COSTS**

*This is the budget required for the feasibility study only, not the whole project.*