

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Off-Specification. The information for the Off-Specification will be found within the CS Process of the PRINCE2 Manual. There is also a Product Description for the Off-Specification at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Off-Specification document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Off-Specification document under its own name

Save the Off-Specification document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Off-Specification Document is completed check the document against the following Quality Criteria:

- Logged in the Issue Log.
- Accurate description of the problem.

Purpose: To document any situation where a product is failing, or is forecast to fail, to meet its specification.

OFF-SPECIFICATION			FORM [0016] Ref: Version:
Programme:		Project:	PRINCE2
Date:	Class:	Status:	Issue Log No:
Description of Fault:			
Impact of Fault:			
Priority Assessment:			
Decision:			

Insert Project Name

Lessons Learned Report

Date: 22 March 2010

Allocation Details:	Date Allocated:
	Date Completed: