Appendix 1 – Project Task

Project name:	
Project objective:	
Design and development team: 1. [name, job title] team leader 2. [name, job title], team member 3. [name, job title], team member	
Inputs for design and development	
Product characteristics (Functional and performance requests)	
Information about previous similar projects:	
Statutory and regulatory requirements:	
Standards or codes of practice to be implemented:	
Potential consequences of failure due to nature of the product or service:	
Potential consequences of obsolescence	
Date of issuing project task:	
Date of project start:	
Project deadline:	

[job title]

[name]

_____
[signature]