

Problem Statement Document

PROJECT TITLE

[Insert the title of the proposed project or initiative.]

DATE

[Insert date of document creation.]

PREPARED BY

[Insert names and/or organization.]

1. BACKGROUND

Briefly describe the context and background that led to the identification of the problem. This may include relevant history, previous efforts, or existing issues.

2. PROBLEM STATEMENT

Clearly and concisely state the core problem to be addressed. Avoid including solutions. Focus on describing the situation, who is affected, and what impact it has.

3. OBJECTIVES

- Objective 1 [State the main objective in direct terms]
- Objective 2 [Add more objectives if necessary]

4. SCOPE

Define the boundaries and extent of the problem and proposed project. Specify what is included and excluded.

5. STAKEHOLDERS

- Stakeholder 1 [e.g., End-users, management, team name, partner agency]
- Stakeholder 2

6. CONSTRAINTS & ASSUMPTIONS

- [List key constraints impacting the solution or implementation]
- [State any assumptions made while defining the problem]

7. SUCCESS CRITERIA

- [Measurable indicators for determining whether the problem has been solved]

IMPORTANT NOTES

- Focus on defining the problem, not the solution.
- Be clear, concise, and objective.
- Include only facts and evidence where possible.
- Tailor the document to your audience and proposal context.

- This document forms the foundation for subsequent proposal sections.