

| **PROJECT SCOPE STATEMENT** | |
| --- | --- |
| **PROJECT NAME** | Name |
| **PREPARED BY** | Name |
| **DATE** | MM/DD/YY |

| **PROJECT JUSTIFICATION** | List the reasons for proposing the project and what it will accomplish. |
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| **PROJECT DESCRIPTION** | A brief summary of the result (product or service). |
| **PROJECT SCOPE DESCRIPTION** | Detailed description of the project scope, including work breakdown structure. |
| **PROJECT DELIVERABLES** | Enumerate the specific deliverables that the project is expected to produce |
| **PROJECT EXCLUSIONS** | Clearly list out what is not included in the project scope. |
| **PROJECT GOALS & OBJECTIVES** | Briefly describe the overall purpose and objectives of the project. |
| *Cost Objectives* |  |
| *Schedule Objectives* |  |
| *Acceptance criteria* |  |
| **PROJECT CONSTRAINTS** | Detail the constraints of the project, such as time, budget, resources, and any other limitations |
| **PROJECT ASSUMPTIONS** | List the assumptions made during the planning phase, including resource availability, timeframes, and other relevant factors. |

| **APPROVAL SIGNATURE** |  |
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