Project Scope Statement

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| --- | --- |
| Project Name: <List Project Name> | Project start-date: <date> |
| Prepared by: <List Project Manager Name> | Project end-date: <date> |

Project Purpose (key reasons[s] for the project)

Description (how, what, and when of key deliverables)

Desired Results (a prioritized list of specific and measurable deliverables)

Exclusions (items out of scope)

Communication Needs (who, how, and frequency)

Acceptance Criteria (who needs to sign off on what, and how they will sign off)

Contraints (a prioritized list of restrictions or limitations)

Approvals

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| --- | --- | --- |
| Key Stakeholders | Interview Date | Approval |