

**Project Scope Template**

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## Business Need/Problem Statement

[Describe the business environment and the key issues, pain points the client is facing.]

## Goals/Objectives

## Project Description

[Explain what the project is, and how it will be accomplished. Explain the ultimate intended outcome of the project. This should serve as a brief introduction.]

## Product Scope Description

[Identify the requirements that would be part of the product. Also identify some of the requirements, which are not part of the project but are worth mentioning in the project scope statement]

## Project Scope Description

## Business Benefits

[Describe the business benefits as identified in the ‘Business Case’ document. Some example of business benefits are cost reduction, improved processing times, faster time-to-market etc.]

## Assumptions

[Assumptions are conditions at the start of the project that must be considered. For example, when developing the new software system that is going to take 3 years to fully complete, an assumption could be that the project budget is approved each year for three years so that the project scope is not impacted.]

## Constraints

[Constraints are situations or events on the ground that must be considered and accounted, for which the project has no control over. For example, a constraint can be a hard deadline or completion date. Other constraints could be resources, tools or hardware -- so that if the project has no budget for additional servers, then the project must find a way to develop the new system using the hardware already in place. This could mean juggling servers to fit specific development environment needs while ensuring that the production environment stays up.]

## Risks

[State the known risks. These risks are generally at a high level since not much is known about the details of the project yet. If a Benefit-Cost Analysis was performed, then risks identified during the Benefit Cost Analysis should be placed here. For example, if the project is going to span 5 years and touch multiple third party systems, then integration and technology change would be risks to consider here.

## Project Deliverables

[Document what is going to be delivered at the completion of the project.]

## Stakeholder List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Stakeholder | Responsible | Accountable | Consult | Informed |
|  |  |  |  |  |  |
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## Project Milestones

Identify the project milestones.

|  |  |  |
| --- | --- | --- |
| Milestone Date | Milestone Name | Milestone Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

## Summary Budget

[Provide a high-level budget of the project]

## Project Roles and Responsibilities

Define the other key roles and responsibilities within the project team. For example, if the project team has functional team leads, then document them here. The table below provides a quick way to identify specific people within a role:

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
|  |  |  |
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## Project Life Cycle Methodology and Tools

[Identify what project management methodology the project will be using. In many instances, organizations have their own proprietary version of a waterfall-type life cycle. They may also have their own preferred tools for managing the project management assets (e.g., DOORS for managing requirements; SharePoint for document management and versioning; Other risk management and testing tools etc.).]

## Authorization

[Provide the names of those stakeholders that must sign the project scope statement. Once the project scope statement is signed by the authorized stakeholders, the project will be managed against the scope mentioned in the project scope statement. Any major addition, either as part of product features or project activities, will be considered as ‘SCOPE CREEP’]

**Approved by the Project Sponsor:**

Date:

[Project Sponsor]

[Project Sponsor Title], [Project Sponsor Organization or Division]

***Note: Add other signatories as needed***