

CRM Project Scope Template

Version History				
Version	Approved By	Revision Date	Description of Change	Author

Prepared By		Title		Date	
Approved By		Title		Date	

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2. Objectives and Success Criteria

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3. Scope Definition

In Scope
Out of Scope

4. Functional Requirements

5. Nonfunctional Requirements

6. Timeline and Milestones

Project Timeline	
Milestones	
Est Delivery Date	Project Milestone Title

7. Assumptions and Constraints

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8. Change Control Process

9. Risks and Mitigation

Risk	Mitigation

10. Attachments

Attachment Name	Location / Link

11. Approval

Project Approver Name and Title (Printed)

Project Approver Signature	Date
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Project Sponsor / Lead Name and Title (Printed)

Project Sponsor / Lead Signature	Date
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Project Manager Name (Printed)

Project Manager Signature	Date
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