

IT Project Scope Template

ORGANIZATION		
PROJECT NAME		
CLIENT		
VERSION NUMBER		
CLIENT POINT OF CONTACT		

ORGANIZATION CONTACT INFO		
NAME		
PHONE		
EMAIL		
MAILING ADDRESS		
DATE PREPARED		AUTHOR:
PROJECT MANAGER		
BEGIN DATE	END DATE	PROJECT DURATION

PROJECT TEAM		
NAME / TITLE	PHONE	EMAIL

PROJECT	
INTRODUCTION <i>Description without Requirement Details</i>	
BACKGROUND <i>What Led to the Necessity of This Project?</i>	
RESOURCE REQUIREMENTS	

BUDGET SUMMARY		
PHASE ONE	HOURS	TOTAL
PHASE TWO	HOURS	TOTAL
ESTIMATED DATA STORAGE		
PERSONNEL		
TRAINING		
IMPLEMENTATION COSTS		
FEE SCHEDULE		

SCOPE OF WORK <i>What Does the Project Entail? What Are the Delivery Methods?</i>

OUT OF SCOPE

PROJECT DELIVERABLES	
MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE

DELIVERABLE MATERIALS <i>What Is the Final Product to Be Supplied to the Client?</i>	

STAKEHOLDERS	
IT AFFECTED TEAMS	
NON-IT AFFECTED TEAMS	
STEERING COMMITTEE	
CUSTOMERS	
POTENTIAL / OTHER	

OPERATIONS & SUPPORT	
COMMUNICATIONS PLAN	
QUALITY MANAGEMENT PLAN	
IT PROJECT TRAINING PLAN	
PII STANDARD COMPLIANCE	
REGULATORY COMPLIANCE	

TIMELINE <i>Project Begin and End Dates, Approximate Delivery of Major Events</i>	

DEFINITIONS <i>Define Any Unique Language Used Within SOW</i>	

SERVICES SERVICE COORDINATION	
AGENCY RESPONSIBILITIES	

CLIENT RESPONSIBILITIES
MUTUAL RESPONSIBILITIES

PROJECT RISKS	
ISSUE / RISK	MITIGATION / CONTINGENCY

CRITERIA FOR COMPLETION <i>What Is Required to Occur for a Completed Project?</i>

SCOPE CHANGE PROCESS <i>How will scope changes be requested, reviewed, and approved?</i>

BUSINESS TERMS / CONDITIONS
CONTRACT MODIFICATIONS
CONFIDENTIALITY
TERMINATION

COMMENTS & APPROVAL
COMMENTS

AUTHORIZATION	
CLIENT SIGNATURE	
CLIENT PRINTED NAME	
CLIENT DATE	
PROVIDER SIGNATURE	
PROVIDER PRINTED NAME	
PROVIDER DATE	

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