

Project Scope Management Plan Template

Version	Date	Author	Change Description

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1. INTRODUCTION

2. SCOPE DEFINITION PROCESS

3. OBJECTIVES

4. WORK BREAKDOWN STRUCTURE (WBS) DEVELOPMENT

Element	Details
WBS Tool	
Responsible Party	
Level of Detail	
Review/Approval Process	

5. SCOPE VALIDATION PROCESS

Deliverable	Validation Method	Approver	Sign-Off Format

6. SCOPE CONTROL PROCESS

7. SCOPE MANAGEMENT ROLES AND RESPONSIBILITIES

Role	Responsibilities

8. TOOLS AND DOCUMENTATION STANDARDS

9. SCOPE MONITORING AND REPORTING

10. APPROVAL

Name	Role	Signature	Date

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