

Project Scope Template Example

PROJECT NO.	DATE SUBMITTED
123456-78	MM/DD/YYYY
PROJECT OBJECTIVES	
Describe the high-level goals of the project and how they relate to overall business objectives. Include measurable success criteria. Cost, scheduling, and quality targets should list an absolute or relative value.	

Step 1. Project Deliverables

DELIVERABLE NO.	DESCRIPTION
1	List all project deliverables and briefly describe each. Do not list dates.
2	Deliverables should include outputs and ancillary results: PM reports, documentation, etc.
3	The level of detail will be dependent upon the project objectives.

Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary.

Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.

Work breakdown structure (WBS) attached	NO	X	YES
Provide link, if applicable.	N/A		

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #
1	Planning	
2	Execution	1
3	Evaluation	1, 2

Step 3. Out of Scope

This project will NOT accomplish or include the following:	List deliverables or tasks that you will not complete or provide as outputs of this project.
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Step 4. Project Assumptions

NO.	ASSUMPTION
1	List any project factors that you consider to be true, real, or certain.
2	Assumptions generally involve a certain degree of risk.
3	Describe the potential impact of assumptions should they prove to be false.

Step 5. Project Constraints

PROJECT START DATE	MM/DD/YYYY
LAUNCH / GO-LIVE DATE	MM/DD/YYYY
PROJECT END DATE	MM/DD/YYYY
LIST ANY HARD DEADLINE(S)	
LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES	
BUDGET CONSTRAINTS	Enter information about project budget limitations (total project budget, maximum budget for key project deliverables).
QUALITY OR PERFORMANCE CONSTRAINTS	Enter any other requirements for the functionality, performance, or quality of the project.
EQUIPMENT / PERSONNEL CONSTRAINTS	Enter any constraints regarding equipment or people that will impact the project.
REGULATORY CONSTRAINTS	Enter any legal, policy, or other regulatory constraints.

Step 6. Updated Estimates

Estimate the hours required to complete the project.	
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Step 7. Approvals

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED

Project Scope Template

PROJECT NO.	DATE SUBMITTED
PROJECT OBJECTIVES	

Step 1. Project Deliverables

DELIVERABLE NO.	DESCRIPTION

Step 2. List of Project Tasks

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Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.

Work breakdown structure (WBS) attached	NO	YES
<i>Provide link, if applicable.</i>		

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #

Step 3. Out of Scope

This project will NOT accomplish or include the following:	
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Step 4. Project Assumptions

NO.	ASSUMPTION
1	
2	
3	

Step 5. Project Constraints

PROJECT START DATE	
LAUNCH / GO-LIVE DATE	
PROJECT END DATE	
LIST ANY HARD DEADLINE(S)	
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BUDGET CONSTRAINTS	
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Estimate the hours required to complete the project.	
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