

Scope Statement

Project Name		Date	
Project Number		Project Manager	

Business Need / Project Objectives

Project Description and How it Meets the Business Need

Project Benefits
1.
2.
3.

Project Requirements
1.
2.
3.

Project Deliverables
1.
2.
3.

Project Does Not Include
1.
2.
3.

Success / Acceptance Criteria
1.
2.
3.

Estimated Project Schedule	
Milestones	Estimated Date of Completion
1. Project Start	
2.	
3.	
4.	
5.	
6. Project Completion	
Total Estimated Length of Project	

Human Resource Requirements		
Personnel Type / Role	Quantity	Estimated Length of Time
1.		
2.		
3.		
4.		
5.		
6.		

Estimated Cost of Project		
Expense Type	Description	Estimated Cost
Labor		
Internal		
External		
Software		
Hardware		
Other		
Total Estimated Cost of Project		

Project Constraints
1.
2.
3.

Project Assumptions
1.
2.
3.

Decision
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications <input type="checkbox"/> Deferred
Required Modifications
Additional Comments

 Approver's Printed Name

 Date

 Title

 Signature

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