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 | | | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | Approved |  | Rejected |
|  |  |  |  |  |
|  |  | Approved with modifications |  | Deferred |
|  |  |  |  |  |
| *Required Modifications* | | | | |
|  | | | | |
| *Additional Comments* | | | | |
|  | | | | |

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Approver’s Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).