

PROJECT SCOPE STATEMENT

Defines what the project will — and will not — deliver

Template T-02 · Chapter 4: Project Charter and Initiation

1. DOCUMENT IDENTIFICATION

Project Title	<i>Enter project title</i>		
Project Code	<i>e.g. PRJ-2026-001</i>	Version	<i>1.0</i>
Document Owner	<i>Project Manager name</i>	Date	<i>DD/MM/YYYY</i>
Based on Charter	<i>Charter ref / date</i>	Status	<i>Draft / Approved</i>

2. PROJECT DESCRIPTION

What is this project?

Provide a concise description of the project — what it will produce, why it is being undertaken, and the context in which it will be delivered.

3. PROJECT DELIVERABLES

#	Deliverable Description	Acceptance Criteria	Responsible
1			
2			
3			
4			
5			

4. SCOPE BOUNDARIES

IN SCOPE	OUT OF SCOPE

5. ACCEPTANCE CRITERIA

Definition of Done

Specify the exact conditions that must be met for each major deliverable to be formally accepted. These criteria will form the basis of the Acceptance Protocol (T-25).

6. ASSUMPTIONS & CONSTRAINTS

ASSUMPTIONS	CONSTRAINTS
<i>Things assumed to be true for this scope...</i>	<i>Budget, technology, regulatory, or time limits...</i>

7. SCOPE APPROVAL

Role	Name	Signature	Date
Project Manager			
Project Sponsor			
Customer Representative			

From the book: Project Management: From Initiation to Closure

The Scope Statement is the project's contract with itself. An unclear scope is the most reliable predictor of project failure.

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