

Project Management for Everyone
Scope Statement

1. Project Title:

Date:

2. Project Manager:

3. Key Project Contact:

4. Project Description:

Who:

What:

When:

Where:

5. Project Justification:

6. Requirements: (features and deliverables)

Must Have

Nice to Have

Must Not Have

Scope Statement

7. Project Objectives: (measurable success criteria)

8. Constraints: (restrictions of time, resources & scope; ranked by flexibility)

9. Assumptions: (considered truths)

10. Issues and Concerns: (anything else)

11. Written by:

Date:

12. Approved by:

Date: