|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|       |       |       |       |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|       |       |       | [ ] Mini [ ]  Standard [ ]  Complex |

|  |  |
| --- | --- |
| Introduction | The Scope Statement provides a documented basis for the project scope. As the project progresses, the scope statement may be appended to reflect scope changes submitted through the Project Change Request process. |

|  |  |
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| PROJECT OBJECTIVE/S |  |

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| --- |
| **DETAILED PROJECT SCOPE** |
| IN SCOPE | OUT OF SCOPE |
| 1.
 | 1.
 |
| CLIENT ACCEPTANCE CRITERIA |  |
| COST CONSTRAINTS  |  |
| COST SUCCESS CRITERIA |  |
| PROCUREMENT CONSTRAINTS  |  |
| RESOURCE CONSTRAINTS  |  |
| SCHEDULE CONSTRAINTS  |  |
| SCHEDULE SUCCESS CRITERIA |  |
| SECURITY IMPACT / NEEDS |  |
| SERVICE VALIDATION / TESTING:TYPES OF TESTS |  |
| TECHNICAL CONSTRAINTS |  |

***By approving the Scope Statement you are in agreement with the project scope as described herein.***

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR**      |       |  |       |
| **EXECUTIVE SPONSOR** |       |  |       |
| **PROJECT MANAGER** |       |  |       |
| **LITS DIRECTOR** |       |  |       |
| **TECHNICAL LEAD** |       |  |       |