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| **Project Name:** | **Project Sponsor:** | **Prepared by: (Project Manager)** | **Date:** |
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| 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 (either expansion, contraction or redefinition) submitted through the Project Change Request process. In a typical project management methodology, the Scope Statement builds upon and typically follows the drafting and approval of a project charter and business case. The scope statement elaborates the project scope as a result of the project planning phase.* |

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| PROJECT OBJECTIVE/S |  |

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| **DETAILED PROJECT SCOPE** | | |
| IN SCOPE | | OUT OF SCOPE |
|  | |  |
| SUCCESS CRITERIA  CRITERIA (Scope, Cost, Schedule) *What measurements will the team use to show the Stakeholders the project items are delivered to their satisfaction* |  | |
| CONSTRAINTS (Procurement, Resource, Cost, Schedule and Technical) *What restriction define the project's limitations* |  | |

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

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| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR** |  |  |  |
| **PROJECT MANAGER** |  |  |  |
| **CLIENT (If applicable)** |  |  |  |
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| --- | --- |
| OBJECTIVE/s | *State the purpose of the project and how it relates to strategic themes, goals, and objectives.* |
| DETAILED PROJECT SCOPE | *This section provides details on the work that is included in scope or that is specifically excluded from the project.*   * + ***In Scope:*** *Specific items/features that will be delivered as part of the project. At the scope statement level, this should still be fairly high level; details will be provided in requirements documentation, but this should identify the categories of requirements that will be developed and will establish a framework for the project work. Each different area of work should be separated, and in order to provide a complete summary of work to be performed on the project non-functional requirements can be included.*   + ***Out of Scope:*** *This section identifies areas where there may be confusion around the scope and explicitly excludes those areas. This should only be used if it adds value or removes confusion from the scope--statements like “anything not defined as in scope” do not add value.* |