# PROJECT SCOPE STATEMENT

**Note: Any work not explicitly included in the *Project Scope Statement* is implicitly excluded from the project.**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Prepared by:** |  |
| **Date (MM/DD/YYYY):** |  |

| **Version History**  |
| --- |
| ***Version*** | ***Date*****(MM/DD/YYYY)** | ***Comments*** |
| 1.0 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| 1. Executive Summary |
| --- |
| Provide below a brief overview of this project (e.g., project purpose and justification):  |

| 2. Business Objectives |
| --- |
| **2.1 Product Description (Solution):** |  |
|  |
| **2.2 Business Objectives:** |  |
|  |

| 3. Project Description  |
| --- |
| For each area below, provide sufficient detail to define this project adequately: |
| 3.1 Project Scope |
| Includes (list Deliverables): |  |
|  |
| Does Not Include: |  |
|  |
| 3.2 Project Completion Criteria: |  |
|  |
| 3.3 External Dependencies: |  |
|  |
| 3.4 Assumptions: |  |
|  |
| **3.5 Constraints:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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