

Scope Statement

Project Name

Client / Sponsoring Unit

Date:

Version:

Prepared By:

# Desired Business Outcomes (from Charter)

This project is to be undertaken to realize the following business outcomes:

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# Key Objectives (from Charter)

The key tangible, verifiable objectives that are necessary to realize the desired business outcomes. These must be specific, measureable, achievable, realistic, and time-constrained (SMART) requirements.

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# In-Scope Deliverables

The following is a detailed breakdown of all the deliverables necessary to successfully complete the Project Objectives:

1. **PROJECT MANAGEMENT**
	1. *Deliverable*
		1. *Activity/Task 1*
		2. *Activity/Task 2*
	2. *Deliverable*
		1. *Activity/Task 1*
		2. *Activity/Task 2*
2. **PHASE 1**
	1. *Deliverable*
		1. *Activity/Task 1*
		2. *Activity/Task 2*
	2. Deliverable
	3. Deliverable
3. **PHASE 2**
	1. Deliverable
	2. Deliverable

# Critical Success Factors

The following factors will have an impact on the success of the overall project:

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# Limitations /Constraints

The project planning, risk assessment and execution must take into account the following restrictions:

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# Assumptions

The project planning, risk assessment and execution must take into account the following assumptions that have been made:

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# Dependencies / Interdependencies

The following project dependencies or interdependencies with other projects or organizational initiatives, strategies or so on have been identified. Project planning, risk assessment and execution must take these considerations into account.

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# Stakeholders

A number of people or organizations have been so far identified with an interest in the project execution or the project deliverables. These stakeholders and their interest or need in the project are as follows:

|  |  |  |
| --- | --- | --- |
| Stakeholder Group | Interest / Expectations | Involvement in Project |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Measures of Success**

The following measurements are to be used as the criteria for determining how successful the Project Objectives have been achieved:

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# Scope Statement Approval

By signing of this document, all parties agree that the information contained herein fully and accurately defines the full scope of the work this project is to deliver. This Scope Statement and the Detailed Schedule (and optional Work Breakdown Structure) define the criteria (Scope and Schedule Baselines) against which project performance will be measured.

Any work that is not defined in this document and is subsequently determined necessary to complete the project must go through the Project Change Management process and if approved may incur additional cost, time, and resources.

Prepared By: Date:

 ***Name***

Project Lead / Manager, ***Organization or unit***

Approved By: Date:

***Name***

Project Management Office, ITS

Approved By: Date:

 ***Name***

 Project Sponsor, ***Organization or unit***

|  |  |
| --- | --- |
| **Attachments** | **Included** |
| **Project Request**  |  |
| **Project Classification Worksheet**  |  |
| **Project Charter** |  |
| **Business Case** |  |
| **Feasibility Study** |  |
| **Focus Groups Report** |  |
| **Market Research Report** |  |
| **Business Requirements Document** |  |
| **Other (Specify)** |  |