Scope Statement (Version xx)

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| **Project Title:**  **Date:** **Prepared by:** |
| **Project Purpose and Justification:**  It is important that project stakeholders understand the purpose and justification of a project. Projects are conceived to support various business goals and objectives and these must be communicated to ensure understanding of how the project will improve business. This also helps stakeholders understand the investments being made and how this translates into better business performance.  . |
| **Product Characteristics and Requirements:**  This section should describe the capabilities to be met by successful completion of the project. Depending on the size of the project, there may be very many or very few requirements. However, during the creation of the scope statement, it is important to capture, at least, the high level requirements.   1. … 2. … 3. … |
| **Boundaries**  Project boundaries are an important part of the scope statement as they identify what should be included in the project (in scope) as well as what should not be included (out of scope). Without specific boundaries as a part of the project scope statement, it is possible to introduce scope creep as stakeholders may assume certain items to be included in the project that aren’t clearly stated. |
| **Summary of Project Deliverables**  Project deliverables are the products or outputs that project is intended to produce. Deliverables may also include various reports or documentation.   1. **Project management-related deliverables:**   E.g.: business case, charter, team contract, scope statement, and any other documents required to manage the project.   * 1. …   2. …      1. **Product-related deliverables:**   E.g.: design documents, software code, hardware, etc.   * 1. …   2. … |
| **Project Success/Acceptance Criteria:**  Acceptance criteria are the criteria which must be met for the project to be considered complete and accepted by management. This section is important as it sets the expectations of what will and will not constitute acceptance (success) of the project.   1. … 2. … 3. … |