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| *Project XXX* – **Scope Statement** |
| Project Sponsor: …  Project Manager: ….  Target Kick-Off Date: ….  Target Completion Date: … |
| **Project Goal**: *provide a brief description of the business need that the project will address or the reason for starting it* |
| **Scope Description**: *describe the desired final product, service or result.* |
| **Deliverables**: *list and describe all products, services, results that the project work will produce. If there are ambiguities, describe also what is Not going to be part of the work and final output.* |
| **Challenges / Constraints:** *briefly explain the key limitations of the project and how will they be managed.* |
| **Acceptance criteria**: *explain what are the success factors required, to acquire the approval for completing the project at the end. Specify who will be the Approver.* |
| **Assumptions**: *explain the key assumptions made that are expected to be true as the work progresses* |