PROJECT SCOPE STATEMENT

Project Name	Workflow

Project Deliverables	Detailed Description
Business Case	A portfolio that analyzes costs, risks, benefits and approaches
Change Request	A document that requests changes or adjustments to processes or activities in a project.
Cost Estimates	States costs for a project or the sum.
Issue Log	Document containing open or closed issues of a project.
Lessons Learned Report	Contains lessons learned, successes, losses and recommendations based on current project.
Meeting Agenda	Document stating list of activities to be done in a meeting and ends in a review.
Meeting Minutes	Records notes and activities done during the meetings.
Milestone-Based Schedule	Provides a timeline for certain milestones at certain time frames.
Project Charter	Provides statement of the scope, objectives, and participants in a project.
Project Requirements Document	Gives the functional and technical requirements of the project.
Project Scope Statement	A document that states the deliverables for the project.
Project Status Report	States the status of the project and track its progress.
Stakeholder Engagement Plan	Documents that provides how stakeholder is communicated with and platforms used for the engagement

Project Exclusions