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| **Project Name:** |  |  | **Date Prepared:** |  |

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| **Product Scope Description:** |
| Product scope is progressively elaborated from the project description and the product requirements in the Project Charter. |

| **Project Deliverables:** |
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| Project deliverables are progressively elaborated from the project description, the product characteristics and the product requirements in the Project Charter. |

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| **Project Acceptance Criteria:** |
| The acceptance criteria that will need to be met in order for a stakeholder to accept a deliverable.  Acceptance criteria can be developed for the entire project or for each component of the project. |

| **Project Exclusions:** |
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| Project exclusions clearly define what is considered out of scope for the project. |

| **Project Constraints:** |
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| Constraints that may be imposed on the project may include a fixed budget, hard deliverable dates, or  specific technology |

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| **Project Assumptions:** |
| Assumptions about deliverables, resources, estimates, and any other aspect of the project that the team holds to be true, real, or correct but has not been validated. |