

## Scope Statement

### **Project Goal and Objectives**

What the project is supposed to achieve

### **Project Boundaries**

Within scope: What is included in the project

Out of scope: What is excluded from the project

### **Project Deliverables**

The tangible items produced by the project

### **Success Criteria**

How you determine that the project and deliverables have been completed successfully

### **Project Assumptions**

Information that is not known at the time

### **Project Constraints**

Limitations such as time, budget, etc.