#### Project Scope Statement

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| **Project Name:** … | |
| **Prepared by:** … | |
| **Validated by:** … | |
| **Date:** | |
| **Background:** | *Summarize the rationale and the context for the new product or the changes to an existing product.*  … |
| **Business Opportunity:** | *Describe the business problem that is being solved.*  … |
| **Business Objectives** | *Summarize the important business benefits the product will provide in a quantitative and measurable way (SMART).*  *…* |
| **Success Metrics** | *Specify the indicators that stakeholders will use to define and measure success on this project.*  *…* |
| **Vision Statement** | *Write a concise vision statement that summarizes the long-term purpose and intent of the product.*  *…* |
| **Business Risks** | *Summarize the major business risks associated with developing—or not developing—this product.*  *…* |
| **Business Assumptions and Dependencies** | *An assumption is a statement that is believed to be true in the absence of proof or definitive knowledge.*  *…* |
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| **Major Features** | *List the product’s major features or user capabilities, emphasizing those that distinguish it from previous or competing products.*  *…* |
| **Scope of Initial Release** | *Summarize the capabilities that are planned for inclusion in the initial product release.*  *…* |
| **Scope of Subsequent Releases** | *If you envision a staged evolution of the product, or if you are following an iterative or incremental life cycle, build a release roadmap that indicates which functionality chunks will be deferred and the desired timing of later releases.*  *…* |
| **Limitations and Exclusions** | *List any product capabilities or characteristics that a stakeholder might expect but that are not planned for inclusion in the product or in a specific release.*  *…* |
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| **Stakeholder Profiles** | *Stakeholders are the people, groups, or organizations that are actively involved in a project, are affected by its outcome, or are able to influence its outcome.*  *…* |
| **Project Priorities** | *To enable effective decision making, the stakeholders must agree on the project’s priorities.*  *…* |
| **Deployment Considerations** | *Summarize the information and activities that are needed to ensure an effective deployment of the solution into its operating environment.*  *…* |
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