Scope Statement (Version xx)

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| **Project Title:**  **Date:** **Prepared by:** |
| **Project Justification:**  . |
| **Product Characteristics and Requirements:** |
| **Summary of Project Deliverables**  **Project management-related deliverables:** business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project.  **Product-related deliverables:** research reports, design documents, software code, hardware, etc. |
| **Project Success Criteria:** |