

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.