

## 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.

