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| Project Scope Statement   |  | | --- | | I. General Information |   Project name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Manager name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | II. Project Overview | *Describe the product or service of the project, the reason the project was undertaken, and the purpose of the project.* | |  |  | | III. Project Goals and Objectives | *Describe the project goals using the SMART (Specific, Measurable, Accurate and Agreed to, Realistic, Time Bound) formula. These goals will be used to measure and determine the project ’s success at its conclusion.* | | IV. Comprehensive List of Project  Deliverables | *These are the products or services that must be produced in order to fulfill the goals of the project. Deliverables should have measurable, verifiable results and outcomes. Identify critical success factors. Will map roughly to the work package Level of the WBS* | | V. Comprehensive  List of Project  Requirements | *Requirements are the specifications of the deliverables.* | | VI. Exclusions from Scope | *List all deliverables or requirements that are not part of this project.* | |  |  | | VII. Time and Cost Estimates | *Include initial estimates of time and resources. These are estimates only and will be updated after additional project planning activities are completed.* | |  |  | | VIII. Roles and Responsibilities | *Include a roles-and-responsibilities chart, detailing project responsibilities.* | |  |  | | IX. Assumptions | *List all project assumptions.* | |  | | | X. Product Acceptance *List all project acceptance criteria.* Criteria | | |  | | | XI. Constraints *List all project constraints.* | | |  | | | XII. Signatures *Include signature lines for the project sponsor, project manager, key stakeholders, customers, and vendors.* | | |  | | |