#### Scope and Objective Statement

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| --- | --- | --- |
| Assignment Name | | Assignment No |
| Engagement Manager |
| Company Name |  | |

Objective of the Assignment1

a.

b.

c.

d.

Scope of the Assignment2

a.

b.

c.

d.

3

1 Please define in as much detail as possible the objectives for which the assignment is being handled. Objective is the element, one is trying to achieve at the end of the project. It is very important that the objectives are defined as clearly as possible to eliminate ambiguity.

2 Define the areas of coverage, it may be in period / departments / divisions / business processes / locations / units etc., The scope should be linked to objectives.

3 It is recommended to do as much brainstorming as possible to define this document at the planning stage.