The Project Scope Statement is the description of the project scope, major deliverables, assumptions, and constraints.

It documents the entire scope, and is considered one of the key documents of the project, since it provides

a common understanding of the project scope of the project among project stakeholders.

The Project Scope Statement assists in defi ning, developing, and constraining the project and product scope.

It uses information from the project charter and Stakeholder Requirements and progressively elaborates that information

so that deliverables, project exclusions, and acceptance criteria can be defi ned.

The Project Scope Statement enables the project team to perform detailed planning, guides the project team’s

work during execution, and provides a basis for evaluating whether requests for changes or additional work are

contained within or outside the project’s boundaries.

The Project Scope Statement is where project constraints and assumptions are documented. Many times

the initial assumptions will be documented in the Project Scope Statement and then further elaborated in an

Assumption Log. The Project Scope Statement should contain at least this information:

• Product scope description

• Project deliverables

• Product acceptance criteria

• Project exclusions

• Project constraints

• Project assumptions

Use the information from your project to tailor the form to best meet your needs.

The Project Scope Statement can receive information from:

• Scope Management Plan

• Project Charter

• Requirements Documentation

It provides information to:

• Work Breakdown Structure

• Network Diagram

• Activity Duration Estimates

• Project Schedule

The Project Scope Statement is an output from the process 5.3 Defi ne Scope in the *PMBOK® Guide—*Fifth

Edition.

You can use the element descriptions in Table 2.7 to assist you in developing a Project Scope Statement.

**PROJECT SCOPE STATEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** |  | **Date Prepared::** |  |
| **Product Scope Description** | | | |
|  | | | |
| **Project Deliverables** | | | |
|  | | | |
| **Project Acceptance Criteria** | | | |
|  | | | |
| **Project Exclusions** | | | |
|  | | | |
| **Project Constraints** | | | |
|  | | | |
| **Project Assumptions** | | | |
|  | | | |

The Assumption and Constraint Log can be incorporated into the Project Scope Statement or it can be a standalone

document. Assumptions are factors in the planning process that are considered to be true, real, or certain,

without proof or demonstration. This log is a dynamic document since assumptions are progressively elaborated

throughout the project. Eventually they are validated and are no longer assumptions. Constraints are limiting factors

that affect the execution of the project or process. Typical constraints include a predetermined budget or fi xed

milestones for deliverables. Information in the Assumption and Constraint Log includes:

• Identifi er

• Category

• Assumption or constraint

• Responsible party

• Due date

• Actions

• Status

• Comments

Assumptions can come from any document in the project. They can also be determined by the project team.

Constraints are generally documented in the project charter and are determined by the customer, sponsor, or regulatory

agencies.

Although the Assumption and Constraint Log does not explicitly provide information to any specifi c document,

by incorporation in the Project Scope Statement, it provides useful information to:

• Work Breakdown Structure

• Network Diagram

• Activity Duration Estimates

• Project Schedule

• Risk Register

It should also be considered when developing Activity Cost Estimates and Activity Resource Requirements.

You can use the element descriptions in Table 2.8 to assist you in developing an Assumption Log.

**ASSUMPTION AND CONSTRAINT LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** |  | **Date Prepared:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Category** | **Assumption/Constraint** | **Responsible Party** | **Due Date** | **Actions** | **Status** | **Comments** |
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