Project scope statement

* Project Purpose – main goal or list the purposes of the project
* Project description- high level description of the project)
* Project constraints- what is the limit of the project, what things we cannot control, what are within limit
* Project approvals – what acceptance we need to get or what things should get approved
* Exclusions – what things to eliminate or exclude from the project
* Communication matrix- what type of communication should be made with the stakeholders, customers, sponsers.
* Desired results- what are we desiring to achieve, fundraising goals, community support
* Acceptance criteria- do you need board approval for this plan , or any budget approval or any other approvals to get the project going.