Scope statement

[The scope statement is an agreed overview of the project according to key stakeholders. It relates the project to the business objectives and outlines anticipated outcomes.]

[ENTER YOUR RESPONSE HERE]

Executive summary

[The executive summary summarises the business case for the project.]

[ENTER YOUR RESPONSE HERE]

Business objectives

[The business objectives outline the business need/opportunity/objectives; the solution to business need/opportunity/objectives and the key deliverables.]

[ENTER YOUR RESPONSE HERE]

Project description

[The project description outlines any assumptions related to the project such as what it includes and doesn’t include, potential risks and impacts, anticipated outcomes, success measures and critical success factors.]

[ENTER YOUR RESPONSE HERE]

Roles and project stakeholders

[This defines the key project roles and responsibilities.]

[ENTER YOUR RESPONSE HERE]

Time line

[This section outlines the project’s time line.]

[ENTER YOUR RESPONSE HERE]

Legislative requirements

[This section outlines any legislation that needs to be complied with, with regard to this project.]

[ENTER YOUR RESPONSE HERE]

Resources required

[This section outlines the resources required for the project.]

|  |
| --- |
| Personnel resource required |
|  |
|  |
|  |
|  |
| Other resources required |
|  |
|  |
|  |
|  |

Budget assumptions

[If you are unsure of the cost of an expense – place TBA in the current forecast field.]

|  |  |
| --- | --- |
| **Expense** | **Current forecast** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Reporting requirements

[This section outlines the project’s time line.]

[ENTER YOUR RESPONSE HERE]

Authorities

[This section sets out who has authority to approve scope statement, authorise project changes, approve and accept project deliverables.]

The scope statement will be approved by:

Project changes will be approved by:

Project deliverables will be approved/accepted by: