**Instructor Note:** For this portion of the Project Plan you want to give the reader details regarding the deliverables of the Project. This official defines what is included in the Project and importantly what is NOT included in the Project. *The template below is offered as a guide, you are welcome to search the internet for other examples*

Scope Statement (Version xx)

**Date:**

**Project Title:**

**Project Manager:**

**Project Start Date:** **Projected Finish Date:**

**Project Justification:**

**Product Requirements:**

1.

2.

3.

4.

**Project management-related deliverables:**

Examples:

business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project.

**Technical-related deliverables:**

Examples:

research reports, design documents, configuration data, hardware, etc.

**Project Success Criteria:**