<COMPANY OR PROJECT LOGO>

<PROJECT NAME>

<PROJECT REFERENCE>

PROJECT SCOPE DEFINITION

VERSION <1.0>

<DD/MM/YYYY>

DOCUMENT CONTROL

DOCUMENT INFORMATION

	Information
Document Id	*[Document Management System #]*
Document Owner	*[Owner Name]*
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DOCUMENT HISTORY

Version	**Issue Date**	**Changes**
[1.0]	*[Date]*	*[Section, Page(s) and Text Revised]*

DOCUMENT APPROVALS

Role	**Name**	**Signature**	**Date**
Project Sponsor			
Project Review Group			
Project Manager			

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Quality Manager *(if applicable)*			
Procurement Manager *(if applicable)*			
Communications Manager *(if applicable)*			
Project Office Manager *(if applicable)*			

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TEMPLATE GUIDE

How to use this template

This is a guide to the common sections included in a [Project Scope](#) *Definition or Scope Statement. Sections may be added, removed or amended to suit your project. Example tables have been added (where relevant) these are just a suggestion, you may decide to format these sections differently.*

Text in Blue italics is designed to assist you in completing the template. Delete this text before sharing the final document.

Example entries are provided in some places. This text is show in Red*.*

PROJECT SCOPE DEFINITION

<Describe or list the scope of the project. This should be the overall scope - the scope for each deliverable will be provided separately.>

Example 1

Implement a SaaS Customer Relationship Management solution using out of the box configuration and all core modules (listed below). Deliver within by 6 months to 500 call – centre agents and 2000 + end users. English language rollout in the 6 EMEA call – centre locations.

Example 2

Build an eco- tree house custom build provided by EcoTree Living. X by x metres with 2 bedrooms, kitchen and living space, shower and compost toilet. Tree house to be off grid using solar and wind power with back up generator. Full insulation for year-round living with wood burning stove.

DELIVERABLE SCOPE DEFINITIONS

<Provide a detailed description of every project deliverable. Include any assumptions and constraints and if applicable include any exclusions. Finally document the criteria which will be used to decide if the deliverable is acceptable.>

Deliverable title and description	Assumptions and constraints	Exclusions	Acceptance criteria
<Describe the deliverable in detail, including any relevant references.>	*<Note any assumptions that have been made in relation to the deliverable, see below example entries. Also include any constraints (limiting factors) relevant to this deliverable.>*	*<Describe any items or characteristics that excluded from the scope of this deliverable.>*	*<Describe the set of conditions that the deliverables need to be met for this deliverable to be accepted.>*
Knowledge base module off the shelf, ref ABC_knowledge_FY1905	*Assumed install of version FY1905. Location of prod and dev must be EMEA Data centre.*	*Excludes smart suggestions in first phase.*	*UAT sign-off by project board.* *Go live of 500 call-centre agents*
Tree house roof spec 2205-M-R flat.	*Assumes enough space for access to roof below tree canopy. Must leave space for guttering to be added later.*	*Garden roof roll mats.*	*Meets building reg. Fitted within agreed completion date.*

PROJECT SCOPE DEFINITION

PROJECT ACCEPTANCE CRITERIA

<Describe the set of conditions that the project needs to meet to be accepted by the Project Board.>

For example,

Tree house to meet energy rating x.

CRM system to contain all customer data with relationships between contacts and companies intact.

PROJECT ASSUMPTIONS AND CONSTRAINTS

<Document any project level assumptions that have been made. Assumptions are things that you are considering to be real without proof, usually until they can be tested as true. For example, it might be assumed that a component will be available by a certain date.>

It is assumed that site clearance and access will be in place by the time the treehouse materials are delivered on x.

It is assumed that the CRM system will be compatible with desktops used by call centre staff.

<Also list any project level constraints. These are limitations on the project for example, budgetary constraints or time constraints.>

The tree house costs must not exceed £x

The CRM system's data centre must be compliant with ISO 22301

PROJECT EXCLUSIONS

<List any items, services, products, results etc that are known to be out of scope of the project. For example, any requirements that won't be implemented.>

The tree house excludes the living/ garden roof option.

The CRM system excluded the chat option.

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