

Project Scope Statement

**Project Name:**

**Department:**

**Project Manager:**

**Date:**

**Prepared By**

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| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
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**Version History**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
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Project Description

Project Justification

Project Product

Project Deliverables

**Project Objective**

Assumptions

Constraints

| **Overall Project Priority:**  High Medium Low |
| --- |
| **Comments:** |
| **Approved by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Project Sponsor**  **Date** |