

Scope Statement Template Example

Project Name: IVR Project
Project Sponsor: Dave Sponsor
Project Manager: Alice Michaels
Date of Project Approval: 08 March 2017
Last Revision Date: 08 March 2017

1 Scope Description

Gives a broad overview of what project is setting out to achieve

2 Project Deliverables

Provides details on how project success is defined

3 Acceptance Criteria

Can include details on the project management deliverables and the product deliverables

4 Constraints

Formally documents the scope, time, cost, and other constraints

5 Assumptions

Outlines any key assumptions required for a project to be undertaken successfully