Project Scope Statement

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| **Student/Project Manager Name:** |  |
| **Project Title:** |  |
| **Date Created:** |  |

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| ***Project Objectives*** |
| *[Explain the primary objectives of undertaking this project]* |
| ***Project Scope Definition Statement*** |
| *[Need a section for both in scope and out of scope here]* |
| ***Project Deliverables*** |
| *[By completing this project, what will you deliver? This can be a list]* |
| ***Acceptance Criteria*** |
| *[What will be the final measure(s) to demonstrate whether your project was a success? Can be a list if need be]* |
| ***Constraints*** |
| *[What could prevent a successful implementation of this project? Again, a list of items will be fine]* |
| ***Assumptions*** |
| *[Have you made any assumptions prior to the project starting? If so, what are they? If they turn out to be false, how could this impact the project?]* |
| ***Project Milestones (w/dates)*** |
| *[When will you have certain elements completed by? This is an overall outline, which should be reflected within your Project GANTT chart]* |

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| **Project Acceptance** | |
| ***Project Scope Accepted?*** | Yes / No |
| ***Project Management Plan Accepted?*** | Yes / No |
| ***GANTT Chart Accepted?*** | Yes / No |
| **Project Supervisor Name:** |  |
| **Project Supervisor Signature:** |  |
| **Date of Approval:** |  |