ALVIN'S GUIDE

Scope Statement Template

FIRST EDITION

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Good luck, Alvin

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PROJECT SCOPE STATEMENT TEMPLATE

Project: *<INSERT PROJECT NAME HERE>*
Date: *<INSERT DATE HERE>*

PURPOSE OF PROJECT
Provide a few sentences describing the purpose of your project. *Example: Develop a production-ready machine for manufacturing components, which are a part of a product line A.*

SCOPE DECRIPTION	
INSIDE OF SCOPE	**OUTSIDE OF SCOPE**
List of features that are <u>inside</u> the scope of your project *Example: Only specific to the manufacturing steps 10 through 30.*	*List of features or activities that are <u>outside</u> the scope of your project* *Example: Design changes to the final product*

PROJECT DELIVERABLES
List out the <u>Deliverables</u> that will be created as a byproduct of the project. *Example: Software application release, instruction manuals, electronic or mechanical hardware, physical product, marketing material, etc*

ASSUMPTIONS
List out the <u>Assumptions</u> that are made to proceed with the project. *Example: Materials, Staff/Personnel, Suppliers, Lead Times to procure material, etc*

CONSTRAINTS
List out the <u>Project Constraints</u> *Example: Materials, Staff/Personnel, Suppliers, Lead Times to procure material, etc*

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