|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|  |  |  | Mini  Standard  Complex |

|  |  |
| --- | --- |
| Introduction | The Scope Statement provides a documented basis for the project scope. As the project progresses, the scope statement may be appended to reflect scope changes submitted through the Project Change Request process. |

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| PROJECT OBJECTIVE/S |  |

|  |  |  |
| --- | --- | --- |
| **DETAILED PROJECT SCOPE** | | |
| IN SCOPE | | OUT OF SCOPE |
|  | |  |
| CLIENT ACCEPTANCE  CRITERIA |  | |
| COST CONSTRAINTS |  | |
| COST SUCCESS CRITERIA |  | |
| PROCUREMENT CONSTRAINTS |  | |
| RESOURCE CONSTRAINTS |  | |
| SCHEDULE CONSTRAINTS |  | |
| SCHEDULE SUCCESS CRITERIA |  | |
| SECURITY IMPACT / NEEDS |  | |
| SERVICE VALIDATION / TESTING: TYPES OF TESTS |  | |
| TECHNICAL CONSTRAINTS |  | |

***By approving the Scope Statement you are in agreement with the project scope as described herein.***

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| --- | --- | --- | --- |
| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR** |  |  |  |
| **EXECUTIVE SPONSOR** |  |  |  |
| **PROJECT MANAGER** |  |  |  |
| **DoIT DIRECTOR** |  |  |  |
| **DoIT DIRECTOR** |  |  |  |
| **TECHNICAL LEAD** |  |  |  |