

Abstract: This is a template for Project Scope Statement. The intended audience of this document are customer, stakeholders, company's Finance and Accounts team, and Process Excellence team.

Project Scope Statement Template

<Project name>

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Revision History

Date	Description	Author	Version	Comments

Project Scope Statement Template

Project Title:

Project ID: <unique id used for purposes such as accounting>

Project Manager:

Project (estimated) start date:

Project (estimated) end date:

Project Sponsor(s):

<list names, designations, contact details such as email>

Document Creation Date:

Created By:

Document Updated Date:

Updated By:

Document version number:

Project purpose

<This information is available in project statement of work.

Give concise information such as –

What is expected from the project?

What is the business problem that this project will solve?>

Project scope description

<This information can be taken from project charter/project plan>

Product Acceptance Criteria

<Some of this is in project charter, and more is discussed with project sponsor and stakeholders. To start off this will be high level information, and more will be elaborated as work progresses.

Also, include information such as high level acceptance tests, requirements for acceptance tests, and people responsible for the same.>

Product Deliverables

<Primary deliverables that this project is supposed to produce. This contains high level milestones, and what is expected to be delivered at the end of each of these milestones.>

Project Constraints

<Any identified constraints are mentioned here. One source of this information is the project Statement of Work.

Constraints can be from government, industry, or customer. First two are applicable to projects certain industries such as Healthcare, Mining, Infrastructure.>

Project Assumptions

<Any assumptions made either by customer, stakeholders or team – on the basis of other processes such as Collect Requirements – are outlined here.>

Stakeholders

<All stakeholders known at this point of time are mentioned here. This would be the output from Identify Stakeholders process.

Stakeholder information such as name, designation, contact details, role in the project can be included.>

Team

<Core team members that are identified at this time are mentioned here.

Name, designation, role and responsibilities are outlined. >

Safety and Security

<Any information about project safety, precautions to be taken at work place and by members, security considerations – are mentioned here.

Any references to risk document, security checklists are also linked.>

Approvals

<multiple levels of approvals as necessary by the organization processes>

Name, Signature, Designation, Date
Requested by:

Name, Signature, Designation, Date
Requested by: