Scope Statement

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | Date |  |
| Project Number |  | Project Manager |  |

**Note: Remove all italicized descriptions and guides and complete the form.**

| Project Description |
| --- |
| *This section is typically a detailed amplification of the SOW product description from the project charter. What will the product of the project look like, or what should it be able to do when completed?* |

| Project Requirements |
| --- |
| *List the requirements this project must meet.* |

| Project Deliverables |
| --- |
| *List tangibles that must be completed in order for this project to be successful. (For example, floor installation in a house renovation is a deliverable.)* |

| Project Does Not Include (Exclusions) |
| --- |
| *List what this project will not include or is out of scope. (For example, house renovation will not include upgraded appliances.)* |

| Acceptance Criteria |
| --- |
| *What must the product be able to do when completed to be acceptable to the customer? What standards or regulations must the product meet? What performance specifications must the product meet to be acceptable to the customer?* |

| Estimated Project Schedule | |
| --- | --- |
| Milestones | Estimated Date of Completion |
| *List the milestones. (What will be accomplished by when?) Begin with your start date and end with your planned completion date.* |  |
| Total Estimated Length of Project |  |

| Resource Requirements | | |
| --- | --- | --- |
| Role | Quantity | Estimated Length of Time |
| *What type of resource is performing what role (i.e., developer, data architect, engineer, laborer, etc.)?* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Estimated Cost of Project | |  |
| --- | --- | --- |
| Expense Type | Description | Estimated Cost |
|  | *Should be more detailed than the project charter. Major groups, such as labor, hardware, and equipment should be broken down.* |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Estimated Cost of Project | |  |

| Project Constraints |
| --- |
| *What are the major limiting factors that affect the project?* |

| Project Assumptions |
| --- |
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Approver’s Printed Name Date

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Title

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Signature