

Project Scope Statement Template

Project Information

- Project Name: _____
- Project Manager: _____
- Date: _____

Project Purpose

- Purpose Statement:
 - _____
 - _____

Project Objectives

- Primary Objectives:
 1. _____
 2. _____
 3. _____

Deliverables

- Key Deliverables:
 1. _____
 2. _____
 3. _____

Project Requirements

- Requirements:
 - _____

- _____

Project Boundaries

- **In Scope:**

- _____
- _____

- **Out of Scope:**

- _____
- _____

Constraints and Assumptions

- **Constraints:**

- _____
- _____

- **Assumptions:**

- _____
- _____

Project Acceptance Criteria

- **Criteria:**

- _____
- _____

Signatures

- **Project Manager:** _____
- **Date:** _____