

# Simple Project Scope Statement

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## Project Information

- Project Name: \_\_\_\_\_
- Project Lead: \_\_\_\_\_
- Date: \_\_\_\_\_

## Project Overview

- Purpose:
  1. \_\_\_\_\_
- Objectives:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

## Key Deliverables

- Deliverables:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

## Project Scope

- In Scope:
  - \_\_\_\_\_
- Out of Scope:
  - \_\_\_\_\_

**Constraints and Assumptions**

- **Constraints:**
  - \_\_\_\_\_
- **Assumptions:**
  - \_\_\_\_\_

**Acceptance Criteria**

- **Criteria:**
  - \_\_\_\_\_

**Approval Signatures**

- **Project Lead:** \_\_\_\_\_
- **Date:** \_\_\_\_\_