

PROJECT SCOPE STATEMENT

Project Title: _____

Date Prepared: _____

Product and Project Scope Description:

Product Scope is progressively elaborated from the project description and the project requirements in the Project Charter.

Project Deliverables:

Project deliverables are progressively elaborated from the project description, the product characteristics, and the product requirements in the Project Charter.

Project Acceptance Criteria:

The acceptance criteria that will need to be met in order for a stakeholder to accept a deliverable. Acceptance criteria can be developed for the entire project or for each component of the project.

Project Exclusions:

Project exclusions clearly define what is considered out of scope for the project.

Project Constraints:

Constraints that may be imposed on the project may include a fixed budget, hard deliverable dates, or specific technology.

Project Assumptions:

Assumptions about deliverables, resources, estimates, and any other aspect of the project that the team holds to be true, real, or correct but has not validated.