



PROJECT SCOPE STATEMENT

VERSION: V01

REVISION DATE: [03.22.10]

Approval of the Project Scope Statement indicates an understanding of the purpose and content described in this document. By signing this document, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Approver Name	Title	Signature	Date

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Section 1. Project Scope Statement

1.1 Project Scope

Describe in detail the project's deliverables and work required to create those deliverables.

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1.2 Project Scope Description

Describe the characteristics of the product, service, or result described in the Project Charter and requirements document.

⇒

1.3 Product Acceptance Criteria

Define the process and criteria for accepting completed products, services, or results.

⇒

1.4 Project Deliverables

Include outputs that comprise the product, service, or result, plus project management reports and documentation. The deliverables may be described at a summary level or in great detail.

⇒

1.5 Project Exclusions

Identify what is excluded from the project by explicitly stating what is out of scope by doing this it helps manage stakeholders' expectations.

Project Includes
(a)
(b)
(c)
(d)
(e)

Project Excludes
(a)
(b)
(c)

1.6 Project Constraints

A list that describes the specific constraints associated with the project scope that limit the team's options. (Example; a predetermined budget, or any imposed dates or schedule milestones that are issued by the customer or performing organization.)

⇒

1.6 Assumptions

A list that describes the specific project assumptions associated with the project scope and the potential impact of the assumptions if they prove to be false.

⇒

Section 2. Project Authority and Milestones

2.1 Funding Authority

Identify the funding amount and source of authorization and method of finance (i.e., capital budget, rider authority, appropriated receipts) approved for the project.

⇒

2.2 Project Oversight Authority

Describe management control over the project. Describe external oversight bodies and relevant policies that affect the agency governance structure, project management office, and/or vendor management office.

⇒

2.3 Major Project Milestones

List the project's major milestones and deliverables and the planned completion dates for delivery. This list should reflect products and/or services delivered to the end user as well as the delivery of key project management or other project-related work products.

Milestone/Deliverable	Planned Completion Date

Section 4. Points of Contact

Identify and provide contact information for the primary and secondary contacts for the project.

Primary Contact	Name/Title/Organization	Phone	Email
Secondary Contact	Name/Title/Organization	Phone	Email

Section 5. Glossary

Define all terms and acronyms required to interpret the Project Charter and Project Scope Statement properly.

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Section 6. Revision History

Identify document changes.

Version	Date	Name	Description

Section 7. Appendices

Include any relevant appendices.

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