Project scope

**Project Name:**

**Project Manager**: Name, Title, Unit

# Project Scope Statement

Describe the who what when where and how of the project in a paragraph or two

# Scope elaboration

Describe the high-level the project’s deliverables and the work required to create those deliverables. All project planning will be based on the following deliverable statements and will provide a common understanding of the scope of the project amongst project team members and stakeholders. Project tasks will defined, sequenced and scheduled within the boundaries of the project scope.

## Deliverable 1

Deliverable scope statement

## Deliverable 2

Deliverable scope statement

## Deliverable 4

Deliverable scope statement

# Acceptance criteria

1. Criteria 1
2. Criteria 2
3. Criteria 3

# Exclusions (out of scope)

1. Exclusion 1
2. Exclusion 2
3. Exclusion 3

# Contraints

1. **Constraint name:** Description
2. **Constraint name:** Description

# Assumptions & Impact

1. **Assumption name:** Description
   * **Impact:** Description

# Glossary of Terms

Remove section if not required

**Term 1** – Description

**Term 2** – Description

**Term 3** - Description