PROJECT SCOPE TEMPLATE

*The project scope template provides a starting point for asking key questions at the beginning of your project to ensure that everyone is on the same page about the objectives and direction of the project.*

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| **Rationale** | Why do we need a project? What problem are we trying to address? |
| **Objectives** | What do we want to achieve?  |
| **Key Activities** | What activities will project team members undertake? Who will do the activities? When will they do the activities?  |
| **Deliverables**  | What outputs will we have at the end of the project?  |
| **Budget** | How much will the project cost?  |
| **Duration** | When will the project start and end?  |
| **Stakeholders** | Who will be affected by this project? Who will influence it? What role will these stakeholders play?  |
| **Evaluation plan** | How will we know that the project is successful? How will we measure this?  |
| **Project Lead** | Who will lead the project?  |
| **Team Members** | Who will be involved in planning and implementing the project?  |