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.*

|  |  |
| --- | --- |
| **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? |