



Scope Statement Template

Project Name: *Date:*

Project Number: *Agency:*

Modification Dates: *Prepared by:*

Functional Scope

High level business process flow charts, process descriptions, boundaries, etc.

Organization/Stakeholder Scope

Organizations/Stakeholders that will be involved/impacted and how.

Technical Scope

Technologies that will be used or excluded, and why.

Geographical Scope

Sites that will be or will not be impacted.

Costs/Benefits Summary

Summary of cost/benefits expected or not expected from this (these) phase(s).

Assumptions and Constraints

Key project assumptions and constraints for this (these) phase(s).

Risk Factors

Description of potential risks that could impact on project success.

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Critical Success Factors

Description of what will be the dertermining factors that are needed to ensure project success.

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Scope Management Plan

Description of how project scope will be managed and how scope changes will be integrated into the project.

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Commitment and Approval

Position	Name	Date
Project Manager		
Senior Management Sponsor		
Resource Manager		
Customer		