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Project Scope Statement Template

What is Project Scope Statement Template?

A Project Scope Statement (PSS) template is a document that outlines the objectives, deliverables, and boundaries of a project. It serves as a foundation for understanding what needs to be accomplished during the project lifecycle. The PSS template typically includes the following elements:

1. **Project Overview:** A brief summary of the project, including its purpose, goals, and objectives.
2. **Scope Statement:** A clear description of the project's scope, including:
 - What is included in the project (inclusive scope)
 - What is excluded from the project (exclusive scope)
 - Any assumptions or constraints that influence the scope
3. **Objectives:** Specific, measurable, achievable, relevant, and time-bound (SMART) goals that the project aims to accomplish.
4. **Deliverables:** A detailed list of what the project team will deliver at the end of the project, including:
 - Physical products (e.g., software, hardware)
 - Intangible products (e.g., reports, documentation)
 - Services or outcomes
5. **Stakeholders:** A list of individuals or groups who have a vested interest in the project's success and may be impacted by its outcome.
6. **Assumptions and Dependencies:** Any assumptions made about the project's environment, resources, or stakeholders, as well as any dependencies between the project and other initiatives.
7. **Constraints:** Limitations or restrictions that may impact the project's scope, schedule, or budget, such as:
 - Resource constraints (e.g., personnel, equipment)
 - Budget constraints
 - Regulatory requirements
8. **Scope Verification:** A description of how the project team will verify and validate the scope statement throughout the project lifecycle.

The Project Scope Statement template is often used to:

1. Establish a common understanding among stakeholders about what needs to be accomplished.
2. Clarify the project's objectives, deliverables, and boundaries.
3. Identify potential risks and opportunities for the project.
4. Guide decision-making and ensure that all stakeholders are aligned with the project's scope.

Here is an example of a Project Scope Statement template:

Project Overview

- Project Name: [Insert project name]
- Purpose: [Briefly describe the purpose of the project]

Scope Statement

- Inclusive Scope:
 - + Develop a new software application
 - + Integrate with existing systems
- Exclusive Scope:
 - + Do not develop a mobile app
 - + Do not conduct market research

Objectives

- Deliver a functional software application by [Insert date]
- Achieve a minimum of 80% user satisfaction rating

Deliverables

- Functional software application
- User documentation and training materials
- Project report detailing the scope, schedule, and budget

Stakeholders

- Project Sponsor: [Name]
- Team Members: [List team members' names]
- End-Users: [List end-users' names]

Assumptions and Dependencies

- The software application will be developed using [Insert programming language or framework].
- The integration with existing systems will require collaboration with the IT department.

Constraints

- Budget constraint: \$500,000
- Resource constraint: Limited personnel availability

Scope Verification

- Regular scope verification meetings will be held bi-weekly to review progress and ensure alignment with the scope statement.
- Changes to the scope statement will be approved through a formal change management process.

This is just an example, and you can customize your Project Scope Statement template based on your organization's specific needs and requirements.

[project](#), [scope](#), [statement](#), [template](#), [includes](#), [topics](#), [such](#), [as](#), [project](#), [overview](#), [scope](#), [statement](#), [objectives](#), [deliverables](#), [stakeholders](#), [assumptions](#), [and](#), [dependencies](#), [constraints](#), [and](#), [scope](#),

verification.

Project Scope Statement

Project Title

- **Title:**

Background

- **Project Background:**

Objectives

- **Project Objectives:**

Scope Description

- **In Scope:**
 - Deliverables, services, and activities that are included in the project.
- **Out of Scope:**
 - Deliverables, services, and activities that are not included in the project.

Deliverables

- **Deliverable 1:**
 - Description, Due Date, Responsible Party
- **Deliverable 2:**
 - Description, Due Date, Responsible Party

Acceptance Criteria

- **Criteria 1:**
 - Description, Standards, Verification Method
- **Criteria 2:**
 - Description, Standards, Verification Method

Milestones

- **Milestone 1:**
 - Description, Due Date
- **Milestone 2:**
 - Description, Due Date

Constraints

- **Constraint 1:**

- Description, Impact on Project
- **Constraint 2:**
 - Description, Impact on Project

Assumptions

- **Assumption 1:**
 - Description, Reasoning
- **Assumption 2:**
 - Description, Reasoning

Dependencies

- **Dependency 1:**
 - Description, Impact on Timeline
- **Dependency 2:**
 - Description, Impact on Timeline

Budget

- **Estimated Cost:**
- **Funding Source:**

Risks

- **Risk 1:**
 - Description, Mitigation Strategy
- **Risk 2:**
 - Description, Mitigation Strategy

Approval

- **Approved by:**
- **Signature:**
- **Date:**

 Export as PDF

Related:

- [Project management](#)

External links:

- [Free Project Scope Templates | Smartsheet](#) —*smartsheet.com*
 - Download free, customizable project scope templates in Excel, Word, and PDF formats.
- [Project Scope Template for Word \(Free Download\) - ProjectManager](#) —*projectmanager.com*
 - Make sure you don't miss anything as you outline the project by downloading our free project scope template for Word.

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