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Project Scope Template

What is Project Scope Template?

A Project Scope Template (PST) is a standardized document that outlines the scope of a project, including its objectives, deliverables, timelines, and constraints. It serves as a foundational framework for project planning and provides a clear understanding of what needs to be accomplished during the project lifecycle.

A typical PST includes the following elements:

1. **Project Overview**: A brief introduction to the project, including its purpose, goals, and stakeholders.
2. **Scope Statement**: A concise statement that defines the project's scope, including what is included (in-scope) and excluded (out-of-scope).
3. **Deliverables**: A list of specific products, services, or results that the project aims to produce.
4. **Objectives**: Clear statements of what the project needs to achieve, often in terms of measurable outcomes.
5. **Key Performance Indicators (KPIs)**: Metrics used to measure the project's progress and success.
6. **Timeline**: A high-level schedule that outlines key milestones, deadlines, and timelines.
7. **Assumptions and Dependencies**: Identification of factors that may impact the project's scope or timeline, including dependencies on other projects or stakeholders.
8. **Constraints**: Any limitations or restrictions that may affect the project's scope, such as budget, resources, or regulatory requirements.

The purpose of a PST is to:

1. Ensure all stakeholders have a shared understanding of the project's scope and objectives.
2. Provide a foundation for project planning, including setting goals, timelines, and budgets.
3. Facilitate communication among team members, stakeholders, and sponsors.
4. Identify potential risks or issues early in the project lifecycle.
5. Serve as a reference point throughout the project, ensuring that all activities align with the defined scope.

By using a PST, project managers can create a clear and concise document that sets the stage for successful project execution and delivery.

scope, management, stakeholders, planning, timeline

Project Title

- **Title:** [Project Name]

Project Justification

- **Justification:** [Reason for undertaking the project]

Objectives

- **Objective 1:** [Specific goal]
- **Objective 2:** [Specific goal]

Deliverables

- **Deliverable 1:** [Description and requirements]
- **Deliverable 2:** [Description and requirements]

Scope Description

- **Inclusions:** [What is included in the project]
- **Exclusions:** [What is explicitly excluded from the project]

Milestones

- **Milestone 1:** [Description and due date]
- **Milestone 2:** [Description and due date]

Constraints

- **Constraint 1:** [Description and impact]
- **Constraint 2:** [Description and impact]

Assumptions

- **Assumption 1:** [Statement and rationale]
- **Assumption 2:** [Statement and rationale]

Acceptance Criteria

- **Criteria 1:** [Standards and conditions to be met]
- **Criteria 2:** [Standards and conditions to be met]

Project Boundaries

- **Boundaries:** [Define the limits of the project]

Dependencies

- **Dependency 1:** [Description and impact]
- **Dependency 2:** [Description and impact]

Budget

- **Estimated Cost:** [Cost estimate]
- **Funding Source:** [Source of funding]

Risks

- **Risk 1:** [Description and mitigation strategy]
- **Risk 2:** [Description and mitigation strategy]

Approval

- **Approved by:** [Name]
- **Date:** [Date]

Export as PDF

Related:

- Project management

External links:

- 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.
- 10 Free Project Scope Templates & Examples | ClickUp —*clickup.com*
  - Use these 10 templates to create a seamless and consistent planning process for all your current and future project scopes.

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