toggl

Project Scope

Project	Manager	Date
[Project name]	[Project manager's name]	[Date created/updated]

Objectives

[Define project outcomes]

Deliverables

[List all deliverables, including documents, that help meet the objectives]

Constraints

[List constraints such as time, cost, scope, risk, resources, etc.]

Scope items

Functionality	Priority
[Functionality of the project deliverables]	[Use MoSCoW* to prioritize features]

* MoSCoW stands for Must do, Should do, Could do, Won't do