

TEACH PROJECT MANAGEMENT

Scope Statement

Project Name		Date	
Project Number		Project Manager	

Business Need / Project Objectives

Project Description and How it Meets the Business Need

Project Benefits
1.
2.
3.

Project Requirements
1.
2.
3.

Project Deliverables
1.
2.
3.

Project Does Not Include – Out of Scope
1.
2.
3.

Success / Acceptance Criteria
1.
2.
3.

Estimated Project Schedule	
Milestones	Estimated Date of Completion
1. Project Start	
2.	
3.	
4.	
5.	
6. Project Completion	
Total Estimated Length of Project	

Project Constraints
1.
2.
3.

Project Assumptions
1.
2.
3.

Decision	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred

Required Modifications

Additional Comments

Approver's Printed Name

Date

Title

Signature