

Project scope management template

To use this template, select **File > Make a copy** from the main menu bar.

To learn more, read “[What is project scope management? Examples and template](#)” on the [LogRocket blog](#).

Project title

[Briefly describe the project]

Project objective

[Define the primary goal of the project]

Project scope

Inclusions:

[List the specific deliverables, features, and tasks that are part of the project]

Exclusions:

[List items, features, or tasks that are specifically not part of the project]

Key stakeholders

[Identify the main stakeholders involved in the project]

Project milestones

[List the major milestones with target completion dates]

Assumptions

[List any assumptions made during the planning process that need to be validated]

Constraints

[Describe any limitations, such as budget, resources, or time, that may affect the project]

Risks and mitigation strategies

[Identify potential risks, their likelihood, impact, and mitigation strategies]

Change management process

[Outline the procedure for requesting, reviewing, and implementing scope changes]