Scope Statement

Organization’s Name:

Project’s Name:

Project Manager:

Sponsor(s), Title:

Organizational Priority (High, Medium, Low):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s Mission Statement:

Measureable Project Objectives:

Justification of Project:

Implementation Strategy:

Project Resources – Human and Technical:

Projected Completion Date:

Measures of Success – Include all Metrics:

Assumptions:

Constraints:

|  |  |  |
| --- | --- | --- |
| APPROVALS | | |
| Print or Type Name | Signature | Date |
| Project Manager Approval: |  |  |
| Owner or Sponsor Title and Approval: |  |  |