##### Project Scope Statement

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| **Mission** | WHAT are you to do? And by WHEN?   * *Start this with an active verb (e.g., Develop…Design…Analyze…Recommend…)* * *Include a clear statement of what the final end product is to be.* * *Include detailed requirements for the end product that have been made clear to you at this point by the client.* * *Include the date that the end product is to be delivered.* * *Identify any sub-deliverables that will be produced leading up to the final end product, and include milestone dates for completing each of those.* |
| **Justification** | *Why are you doing this project? What is the need or goal that is the raison d’etre for this project? The reason for the project inherently comes from the client, and you need to state it here.* |
| **Assumptions** | *Have any high-level assumptions been made about the project? If so, state those here.* |
| **Communication Plan** | *Internal: What will be the main channels of communications? Do you anticipate any communication problems that should be clarified here? How often will the team meet? Where/how will the team meet?*  *External: How will you communicate project progress to Client and other key stakeholders? Written status reports? Frequency? Delivered how?* |
| **Documentation Plan** | *Where will project documents be kept? How will it be kept up-to-date?* |
| **Stakeholders**  **and Signatures**  **of Acceptance** | *Identify who the key stakeholders are, by name. Be sure to include:*  *Project Sponsor:*  *Project Client:*  *Project Manager:*  *Project Team Members:*  *Include a signature area for all stakeholders listed here. Have each sign a final version of the Scope Statement to document everyone’s agreement.* |