## Project Scope Statement

**Project Name:**

**Project Manager:**

**Project Statement:**

*(A quick overview of the project in 15 to 20 words.)*

**Business Purpose:**

*(What are we trying to accomplish?)*

**Specific Project Objectives/Background and Goals:**

*(Reasons for recommending the project, including background information, business problem and more specific goals.)*

**Project Work Statement**

*(At a high level, what work will you do in this project to deliver the project product? What is the approach you have decided upon?)*

**Key Deliverables**

*(Verifiable outcomes of the work.)*

**Key Milestones and Schedule Goals:**

*(Major events and points in time indicating the progress in implementing your work. Potentially define the phases.)*

**Major Constraints and Cost Goal**

*(Constraints may be physical, technical, resource, or any other limitations.)*

**Major Assumptions**

*(Factors that are not entirely known.)*