

Project Scope Statement

This document will help sell a project to stakeholders, keep scope creep away, and ensure the team is working together. The elements of the statement may vary by project or business but generally include objectives, description, justification, deliverables, acceptance criteria, constraints, and assumptions.

Business Objective(s)

Project Objective(s)

Description

A list of the included deliverables and the boundaries of the project. Created so internal team members and stakeholders understand what is and is not included.

In Scope:

Out of Scope:



FitSmallBusiness
Get Your Business Into Shape **.com**

Acceptance Criteria

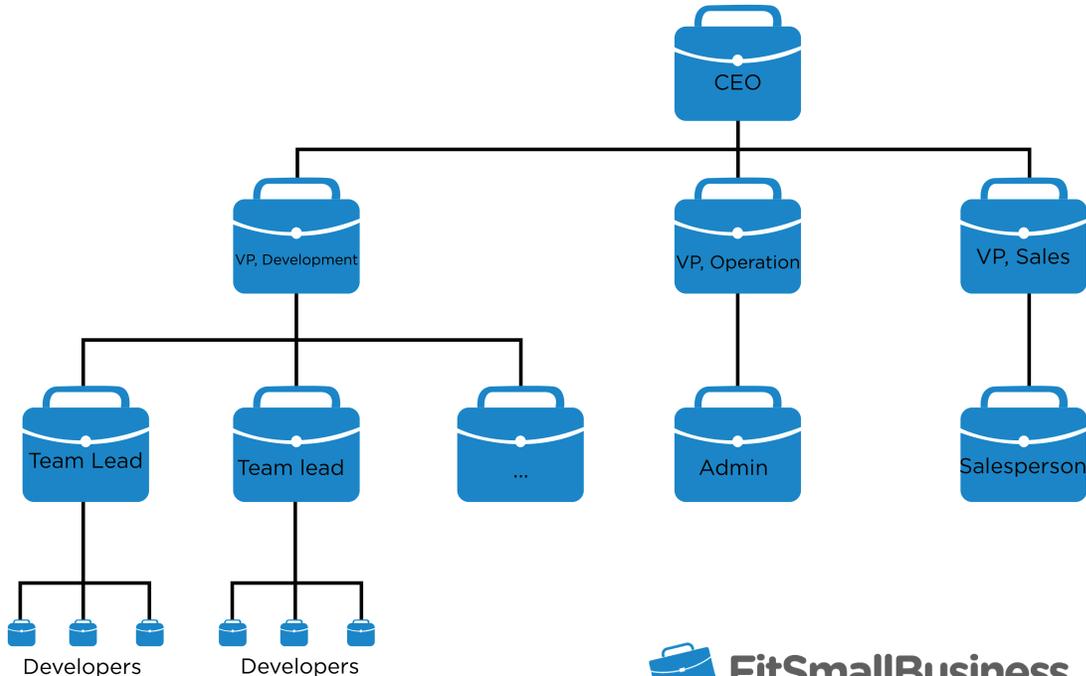
List of specific criteria that proves to the client that the work has been completed

Constraints

List the limitations and risks that can affect a project. Primary constraints are time, scope and cost.

Work Breakdown Structure

Traditional Org Chart



Deliverables

Work Package	Definition of work	Start Date	End Date	Resources Required	Estimated Costs

Milestones

Gantt Chart

