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| Project Scope Statement *This Project Charter outlines the necessary information to document project expectations and the requirements to meet them. It serves as a foundational reference and guide during the Execution phase.* |

| **Project name:** | **<Project name>** |
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| **Executive Sponsor** |  |
| **Project Sponsor** |  |
| **Project Manager** |  |
| **Business Analyst** |  |
| **Change Manager** |  |

# Project Scope Statement

## Project Overview

* 1. Scope Statement

| *Provide a concise overview of the project’s main goal, the issues it addresses, and the key outcomes it aims to deliver.* |
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* 1. Background Information

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| *What advantages will this project bring upon successful execution?* |
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* 1. Business Case

| *This section details the primary deliverables, including products, services, or results, that the project will generate.* |
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* 1. Deliverables

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| *The following is a description of the scope (work) that will be performed within the project.* |
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* 1. Constraints

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| *This section outlines the tasks and activities that are explicitly excluded from the project’s scope.* |
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## Scope

* 1. In Scope

| *The following risks could potentially hinder the successful completion of the project.* |
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* 1. Out of Scope

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| *The following risks could potentially hinder the successful completion of the project.* |
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## Project Team Resources

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| *Key team resources include sponsors, project managers, project team members, external stakeholders, and vendors.* | | |
| **Role** | **Resource** | **Department** |
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## Risk & Dependencies

* 1. Risks

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| *The following risks could potentially hinder the successful completion of the project.* |
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* 1. Dependencies

| *The following are the risks associated with not implementing the project.* |
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## Document History

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| --- | --- | --- | --- |
| *Record the changes and updates made to the document, including dates, descriptions of changes, and the names of individuals who made the updates.* | | | |
| **Version** | **Date** | **Author** | **Comments** |
|  |  |  |  |