

PROJECT SCOPE DEFINITION

Standard Documentation Template

Ref No: _____

PROJECT NAME

PROJECT MANAGER

STAKEHOLDER / SPONSOR

DATE CREATED

Core Scope Boundaries

IN-SCOPE (DELIVERABLES)	OUT-OF-SCOPE (EXCLUSIONS)
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Acceptance Criteria & Quality Standards

Critical Constraints

BUDGETARY LIMITS TIMELINE / DEADLINES TECHNICAL RESOURCES

Assumptions & Risks

KEY ASSUMPTIONS	HIGH-LEVEL RISKS
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APPROVAL SIGNATURE (PROJECT SPONSOR)
APPROVAL SIGNATURE (LEAD ARCHITECT/PM)