**PROJECT CONSTRAINTS REPORT**

EXAMPLE

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| PROJECT NAME |  |  | PROJECT MANAGER | START DATE | END DATE |
| Direct Mail Flyers for Labor Day | Shaun Smith | 07/26/20XX | 08/29/20XX |

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|  | PROJECT CONSTRAINTS |
| Time | Flyers must be in the mail no later than 8/29 in order to reach customers by Labor Day. |
| Cost | The cost is $4,200 for design, printing, and mailing. |
| Scope | This project involves a single-page flyer that advertises our Labor Day sale in stores and online. The flyer should also include a unique QR code for redeeming discounts.  |
| Quality | Flyers will be printed on 4”x6” glossy cardstock that has been proven to hold up when mailed. |
| Resources | We will use our in-house designer and outsource printing to a local print shop. Our summer interns will print mailing address stickers and postage and will take the flyers to the post office. |
| Risks | • Post office delays may mean that flyers reach customers too soon  before Labor Day.• If print quality is low, flyers might not be visually appealing or legible. |
| Other Constraints | Our sustainability pledge mandates that we source and use recycled paper products whenever possible. |

**PROJECT CONSTRAINTS REPORT TEMPLATE**

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| PROJECT NAME |  |  | PROJECT MANAGER | START DATE | END DATE |
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| --- | --- |
|  | PROJECT CONSTRAINTS |
| Time |  |
| Cost |  |
| Scope |  |
| Quality |  |
| Resources |  |
| Risks |  |
| Other Constraints |  |

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