# SIMPLE PROJECT SCOPE STATEMENT

PROJECT NO.		DATE SUBMITTED	DATE SUBMITTED		
PROJECT OBJECTIV	/ES Describe high-level goals	s of the project and how it relate	es to overall business objectives.		
Class 1 Duais at F	A a lite company la co				
<b>Step 1. Project D</b> Please list all proje		y describe each. Do not list c	dates. Add more rows as necessary.		
DELIVERABLE NO.	DESCRIPTION				
1					
2					
3					
the scope statem		NO	work breakdown structure (WBS) to  YES		
Provide link, if app	1				
			FOR DELIVERABLE NO		
TASK NO.	DESCRIPTION		ENTER TASK #		
1					
2					
3					
This project will NOT accomplish	•	oe completed or provided a	s outputs of this project.		
NOT accomplish or include the following:					

#### **Step 4. Project Assumptions**

Please list any project factors that will be considered to be true, real, or certain. Assumptions generally involve a certain degree of risk.

NO.	ASSUMPTION
1	
2	
3	

# **Step 5. Project Constraints**

<u> </u>	
PROJECT START DATE	
LAUNCH / GO-LIVE DATE	
PROJECT END DATE	
LIST ANY HARD DEADLINE(S)	
LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES	
BUDGET CONSTRAINTS Enter information about project budget limitations (total project budget, maximum budget for key project deliverables).	
QUALITY OR PERFORMANCE CONSTRAINTS Enter any other requirements for the functionality, performance, or quality of the project.	
EQUIPMENT / PERSONNEL CONSTRAINTS Enter any constraints regarding equipment or people that will impact the project.	
REGULATORY CONSTRAINTS Enter any legal, policy, or other regulatory constraints.	

# Step 6. Updated Estimates

Estimate hours required to complete project.	ject.
Enter total # of hours	

### Step 7. Approvals

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED

#### **DISCLAIMER**

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