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PROJECT SCOPE Lite (for Tier 1 (“Small”) projects only)¹

Note: Any work not explicitly included in the *Project Scope Statement* is implicitly excluded from the project.

Create links to referenced documents (e.g., [Link_To_...](#)) by using *Insert* → *Hyperlink* on your toolbar.

Note that all documents that are linked to the Scope Statement become part of the Project Scope and require the same degree of management control. Such documents should be maintained in a separate Scope directory along with the Scope Statement.

Project Name:	
Project Manager:	

Version History (insert rows as needed):		
Version	Date (MM/DD/YYYY)	Comments
1.0		

¹ Please refer to the supplemental document – *Instructions for Project Scope Statement* – for detailed information about completing this form.

1. Executive Summary

Provide below a **brief** overview of this project (e.g., project purpose and justification):

Information in the project summary area was developed during the project concept phase (Project Charter) and should be included here. Provide a link to the Project Charter for reference.

[Link To Project Charter](#)

Note: In any instance where there is a discrepancy between the Project Charter and the Project Scope Statement, the latter is considered authoritative.

2. Business Objectives

2.1 Product Description (Solution): Describe what this project will produce

2.2 Business Objectives: What specific business impact will this project have? Business Objectives should be objectively measurable.

3. Project Description

For each area below, provide sufficient detail to define this project adequately:

3.1 Project Scope

Includes: List primary Project Deliverables

Does Not Include: For clarification, list what is not included in this project

3.2 External Dependencies: Who outside the project team will you depend on for successful completion of this project?

3.3 Assumptions / Constraints: e.g. mandated completion date, staffing limitations, etc.

4. Project Milestones

4.1 Estimated Schedule Key project milestones relative to project start are as follows. (Insert rows as needed):

Project Milestone	Target Date
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4. Project Milestones

	(MM/DD/YYYY)
• Project Start	
•	
•	
•	
• Project Complete	

5. Project Approach

Describe Primary Plans briefly in the space below.

Will the project have formal written plans – i.e., Project Schedule, Budget, Resource?

How will project issues be dealt with?

How will Change Requests be dealt with?

List any scheduled project team meetings, planned status reports:

6. Authorizations

Modify as necessary

The Scope Statement, Project Schedule, Resource Plan and Project Budget are approved by the:

- Project Sponsor
- Project Manager

Project performance baseline changes will be approved by the:

- Project Sponsor
- Project Manager

Project deliverables will be approved/accepted by the:

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6. Authorizations

- Project Sponsor
- Key Stakeholders

7. Project Scope Statement Approval / Signatures

Project Name:

Project Manager:

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the Project Manager and the Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Project Scope Statement and agree:

Name	Role	Signature	Date (MM/DD/YYYY)

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Scope Statement document.