



IT Project Management
Project Scope Statement

| Version History | | |
|------------------------|---------------------------|-----------------|
| Version | Date M/DD/YYYY | Comments |
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| Section 1 – General Information | |
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| Project Sponsor(s) <i>Must be a decision maker(s) with the authority to commit department resources.</i> | |
| Primary Department / Business Unit | |
| Other Department(s) / Business Unit(s) | |
| Target Completion Date | |
| Business Process Owner | |

| Section 2 – Executive Summary |
|---|
| <p>Product Description and Product Characteristics <i>Describe the project and the characteristics of any products that will result from this project.</i></p> |
| <p>Project Purpose / Justification <i>Explain the purpose of this project and / or the justification for completing this project.</i></p> |
| <p>Project Objectives and Related Success Criteria <i>List the high-level project objectives and the criteria that would mark the successful completion of those objectives.</i></p> |

Section 3 – Project Dependencies, Assumptions, & Constraints

External Dependencies

Assumptions

Constraints

Section 4 – Project Scope

Project Includes (list deliverables)

Project Does Not Include

Section 5 – Project Scope Statement Approval

My signature below indicates an understanding of the purpose and content of this document. By signing this document, I have reviewed the information contained in it and agree to it as the formal Project Scope Statement.

| Name | Role | Signature | Date (MM/DD/YYYY) |
|-------------|-------------|------------------|------------------------------|
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Section 6 – List of Addenda

List all supplemental files to this Project Scope Statement. If possible, hyperlink to the documents.

| Document Name | File Name |
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