

PROJECT SCOPE STATEMENT

The detailed definition of the project and product scope · Engineering · IT · Healthcare · Construction

Project Name	[Enter project name]	Project Code	[e.g., PRJ-001]
Project Manager	[Name]	Project Sponsor	[Name / role]
Sector / Discipline	[Engineering / IT / Healthcare / Construction]	Date	[DD Month YYYY]
Document Owner	[Name / role]	Version	[1.0]

1. PROJECT DESCRIPTION & PURPOSE

[Describe the project, the business need it addresses, and the outcome it will deliver. This statement, once approved, forms the scope baseline against which change is controlled.]

2. PROJECT OBJECTIVES

- [Measurable objective tied to cost, schedule, or benefit.]
- [Measurable objective tied to quality, safety, or service.]
- [Measurable objective tied to a strategic or regulatory outcome.]

3. PRODUCT SCOPE DESCRIPTION

[Describe the features and characteristics of the product, service, or result the project will deliver — what it is and what it will do.]

4. PROJECT DELIVERABLES

#	Deliverable	Description	Owner
1	[Deliverable]	[What it is]	[Owner]
2	[Deliverable]	[What it is]	[Owner]
3	[Deliverable]	[What it is]	[Owner]
4	[Deliverable]	[What it is]	[Owner]
5	[Deliverable]	[What it is]	[Owner]

5. ACCEPTANCE CRITERIA

Deliverable	Acceptance Criteria	Accepted By
[Deliverable]	[The conditions that must be met for acceptance]	[Role]
[Deliverable]	[Acceptance criteria]	[Role]
[Deliverable]	[Acceptance criteria]	[Role]

6. EXCLUSIONS (OUT OF SCOPE)

- [Work, feature, or area explicitly excluded to prevent scope creep.]
- [Additional exclusion.]

7. ASSUMPTIONS

- [Assumption the plan depends on — for example, resource availability or third-party inputs.]
- [Additional assumption.]

8. CONSTRAINTS

- [Constraint that bounds the project — budget, deadline, resource, technology, or regulatory.]
- [Additional constraint.]

APPROVAL

Role	Name	Signature	Date
Project Sponsor	[Name]		
Project Manager	[Name]		