

Scope Statement

Project Name		Date	
Project Number		Project Manager	

Business Need / Project Objectives

Project Description and How it Meets the Business Need

Project Benefits
1.
2.
3.

Project Requirements
1.
2.
3.

Project Deliverables
1.
2.
3.

Project Does Not Include
1.
2.
3.

Scope Document Template Example

Yan Bai



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