



Project Scope Template

Project Overview

Provide a comprehensive overview, detailing the project's main objectives and desired outcomes.

Field	Details
Project Name	
Project Manager	
Start Date	
End Date	
Project Description	

Project Deliverables

Identify and describe each key deliverable, assigning responsibility and establishing deadlines.

Deliverable	Description	Due Date	Responsible Person



Project Scope

Clarify what is included in the project and what is outside its boundaries to ensure all stakeholders have a mutual understanding.

In Scope	Out of Scope

Assumptions

Outline any assumptions made during planning, including the potential impact if these assumptions prove to be false.

Assumption	Impact if False

Constraints

Identify any constraints or limitations, describing their potential effect on the project.

Constraint	Description	Impact on Project



Exclusions

Explicitly state any items or activities excluded from the project, along with the reasons for their exclusion.

Exclusion	Rationale

Usage Instructions

- 1. Project Overview:** Provide a comprehensive introduction to the project, including its name, the project manager's details, and the project's timeline.
- 2. Project Deliverables:** List all expected outputs with clear descriptions, due dates, and the person responsible.
- 3. Project Scope:** Define what is included and excluded in the project to avoid ambiguity.
- 4. Assumptions:** Document any assumptions that form the basis of the project plan and their potential impact if they prove false.
- 5. Constraints:** Identify any limitations that may impact the project, explaining how they might affect the outcome.
- 6. Exclusions:** Specify any elements or activities not included in the project to set clear boundaries.