Organization Name

Scope Statement for
[Project Name]

Prepared by:	Your Name
Version:	Version Number
Document Id:	Reference Number or Document Id
Date:	Release Date

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SCOPE STATEMENT

Department/Agency: [Dept. Name]
Issue Date: [Date]
Project Name: [Project Name]
Project Sponsor: [Sponsor Name]
Project Contact   contact must be a state employee
Contact Phone: (xxx)xxxxxxx
Contact Email: xxxxxxxxxxxx
Technology Services Contract Attachment: xxxxxxxxxxxx
Due Date for Statement of Work: [Time & Date]

Scope Statement Purpose

State briefly what this scope statement is for. Keep only this section on this page for clarity

Project Background and Objectives

Briefly describe the background and history leading to the project and this scope statement.

Project Scope Description

List a high level overview of the project. You can phrase it via: _The project is being conducted in order to build/create/implement/upgrade/do XYZ in order to accomplish the following goals: <list goals>_

Requirements

Use this section to specify requirements, or attach the project requirements Definition Document as an appendix section

Deliverables

Use this section to list out the specific deliverables that will be completed as a result of executing the project. Try to be as specific as possible, include or reference technical specifications if necessary.

Acceptance Criteria

List out or reference the specific items that will constitute the successful delivery of the project deliverables. This is an extremely important part of the scope statement because it will be referenced in _ORDER OF IMPORTANCE_. These will vary according to each project.

Project Constraints and Assumptions

Constraints are externally imposed on the project and are not limited to, technical (a specific technology is supported), budgetary (cost) or schedule-related.

Timetable/Schedule

Set deadlines for deliverables. Give timeframe for entire project. Define the starting and completion date, if possible. Include any dates that will be significant to project, i.e. "before next fiscal year," etc.

Costs

Describe the scope of spending anticipated for the project. Exact numbers are not required; a range may be useful. Estimate costs, including total lifecycle or ownership costs or the resulting product/system (not just costs of start-up.) Costs should be based on satisfactory deliverables; not time and materials. Quantify the proposed budget and source of project funding. Be sure to include how you derived the cost estimates, For example, you obtained preliminary quotes from vendors, or based estimates on actual costs incurred during a past project of a similar nature.

Other Constraints

This can include technical requirements, logistics (skills, resources) or even legislative or compliance requirements.

Project Exclusions

Use this section to clarify elements or areas of scope that the project will NOT deliver. For example, if you're performing a project to implement a new system, the training of the staff may not be included in the staff, or the ongoing maintenance of the system may not be included in the project and managed separately via a maintenance agreement.

Political or Business Environment

Sometimes it is necessary to indicate the environment of the project if it will affect the how you manage the project. Examples of these types of unique environments are: political, business, relations with other government entities, etc.

Example:
"The project team must work with resources from the Department of Education and the members of the public, as well as trading partners that may be involved in piloting the project functionality with these stakeholder groups
.
The project manager will work closely with OIT Program Office which provides management oversight to all e-commerce projects."

Administrative Items

Examples of administrative items would be difference in proposal procedure, such as a project description conference, a certain format for submitting proposals, etc. Important:

End of Scope Statement