

WORKING WITH YOUR TEAM: COMPLETE THE VARIOUS SECTIONS OF THE PROJECT SCOPE STATEMENT WITH THE BEST INFORMATION AVAILABLE

Project / Product Description (Who, What, When, Where, Why, How, & How Many)

Project Customer / Key Stakeholders

Requirements / Deliverables (S.M.A.R.T.)

Product	Project

Product Acceptance Criteria

Constraints (Non-negotiable, measurable limits that restricts the project team's options for the project)

Assumptions

Risks (Threats & Opportunities)

Threats	Opportunities

What's Not Included in the Project

Approval Signatures

Name / Date	Name / Date