PROJECT SCOPE SLIDE TEMPLATE

Project Title: _____

Project Overview:

Provide a concise summary of the project, including its purpose, goals, and key deliverables. Describe the overall context and justification for the project within the organizational framework.

Objectives:

List the specific objectives the project aims to achieve. Objectives should be clear, measurable, and aligned with the overall project goals.

Scope Description:

Define the boundaries of the project including what is included and what is excluded. Specify the features, functions, tasks, and deliverables that are within the project scope.

Deliverables:

Enumerate all tangible and intangible deliverables to be produced by the project. Include reports, products, services, or any other outcomes expected at completion.

Assumptions:

List all assumptions that underpin the project scope and plan. Assumptions should be realistic and documented to manage expectations and risks.

Constraints:

Identify any limitations or restrictions that affect the project scope, including budgetary, resource, time, or regulatory constraints.

Exclusions:

Specify what is explicitly out of scope for the project to avoid misunderstandings and scope creep.

Stakeholders:

List key stakeholders and their roles and responsibilities in relation to the project scope and execution.

Approval Signatures:

PROJECT MANAGER	SPONSOR
Signature: _____	Signature: _____

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