PROJECT SCOPE DOCUMENT

Project Title:

Required Approvals:

PROJECT DESCRIPTION

Project Title:
Sponsor:
Project Manager:
Origination Date:
Revision Date:

Project goal
What is the goal of this project? What should it accomplish?

Description
Details, history, or additional information about the project

Measures
How will the sponsor know that the project achieved its goal?

Target Population
Who is the target population(s)? What is their education level, company experience, job assignment, language, etc.?

Stakeholders
Who has a vested interest in the success of the project?

Description of Project Constraints
What issues or barriers must be the project team work around?

Other Comments/Issues about the Project Description

BUSINESS CASE

Business Case
What is the financial or business justification for this project?

DESIGN INFORMATIION

Deliverables
What exactly will be delivered to the sponsor at the end of the project?

Project Timeline
What is the basic timeline and deadline for the project?

Other Comments/Issues About the Design