**PRODUCT SCOPE STATEMENT TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **PRODUCT NO.** | **PRODUCT OBJECTIVES** | **DATE SUBMITTED** |
|  | Describe high-level goals of the product and how it relates to overall business objectives. | 00/00/0000 |

## Step 1. Product Requirements

Please list all product deliverables and briefly describe each. Do not list dates. Add more rows as necessary.

|  |  |
| --- | --- |
| **DELIVERABLE NO.** | **DESCRIPTION** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

## Step 2. List of Product Tasks

Please list all product tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary. Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Breakdown Structure (WBS) attached** | **NO** |  | **YES** |  |
| **PRODUCT TASKS** |
|  |
|  |
|  |
| *Provide link, if applicable* |  |

|  |  |  |
| --- | --- | --- |
| **TASK NO.** | **DESCRIPTION** | **FOR DELIVERABLE NO. … ENTER TASK #** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

## Step 3. Out of Scope

|  |  |
| --- | --- |
| **This product will NOT accomplish or include the following:**  | Please list features and functionality that this product will not include. |

## Step 4. Product Assumptions

Please list any product factors that will be considered to be true, real, or certain. Assumptions generally involve a certain degree of risk.

|  |  |
| --- | --- |
| **NO.** | **ASSUMPTION** |
| 1 |  |
| 2 |  |
| 3 |  |

## Step 5. Product Constraints

|  |  |
| --- | --- |
| **PRODUCT START DATE** |  |
| **LAUNCH / GO-LIVE DATE** |  |
| **PRODUCT END DATE** |  |
| **LIST ANY HARD DEADLINE(S)** |  |
| **LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES** |  |
| **BUDGET CONSTRAINTS**Enter information about product budget limitations (total product budget, maximum budget for key product deliverables). |  |
| **QUALITY OR PERFORMANCE CONSTRAINTS**Enter any other requirements for the functionality, performance, or quality of the product. |  |
| **EQUIPMENT / PERSONNEL CONSTRAINTS**Enter any constraints regarding equipment or people that will impact the product. |  |
| **REGULATORY CONSTRAINTS**Enter any legal, policy, or other regulatory constraints. |  |

## Step 6. Updated Estimates

|  |  |
| --- | --- |
| **Estimate hours required to complete product.** | Enter total # of hours |

## Step 7. Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDER NAME & TITLE** | **ROLE OF STAKEHOLDER / APPROVER** | **DATE SUBMITTED FOR APPROVAL** | **DATE APPROVAL RECEIVED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |