**Scope of Project document**

**[Project name - see below]**

**[Date]**

**[Insert table of contents if required]**

**Project name**

This should accurately describe the project, with some detail, for example "Customer helpdesk systems upgrade to improve average response time".

**Project scope statement**

The scope statement should summarise the project or product objectives. Objectives should be measureable and achievable within the time allotted.

**Introduction / Background to project**

Information here might include the client's original request and any refinements made to reach the agreed understanding of what the project will entail. For example:

**Business case**

Explain **why** the project is being undertaken and the business benefits that will be gained.

**Deliverables**

'Deliverables' refers to the outcome or parts of the outcome that lead to the project's successful completion.

**Constraints**

Constraints refers to any limits, deadlines, delivery dates, etc that will govern the approach you're going to take to complete the project.

**Key people / Key stakeholders**

You could list here the main people involved and their responsibilities on this project - internal and external, as appropriate.

**Project lead** or **project manager**

[Name, contact details]

Responsible for …

**Client**  - or named contact in the area of the business the project is being carried out for

[Name, contact details]

Responsible for …

**Project support** or **project administration**

 [Name, contact details]

 Responsible for …

**In scope**

Describe what the project will cover. In our example, this section might state that the systems and equipment upgrades will cover the customer services team only.

**Out of scope**

Describe what the project will not cover. For example, training in using a new system or providing ongoing user support is unlikely to be covered by a project - which is a one-off piece of work - but will instead be regarded as part of the normal 'business as usual' work.

**Project administration, monitoring and reporting**

For example:

* frequency of any project meetings
* reporting, such as progress reports or other monitoring