

## PROJECT CHARTER/PROJECT SCOPE TEMPLATE

Use the project charter template as a starting point for the project scope statement. As the project is clarified and additional information is known, elaborate on the project charter and create a project scope statement. Items that are normally only found in a scope statement are asterisked \*.

PROJECT TITLE: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

PROJECT SPONSOR:

PROJECT DESCRIPTION:

PROJECT REASON/JUSTIFICATION:

PROJECT OBJECTIVES:

PROJECT SUCCESS CRITERIA:

PROJECT DELIVERABLES:

PROJECT START AND END DATE:

SUMMARY BUDGET:

PROJECT BOUNDARIES\*:

PROJECT CONSTRAINTS\*:

PROJECT ASSUMPTIONS\*:

USER ACCEPTANCE CRITERIA\*:

Written by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_