Project Scope Statement.

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Project title:		Date prepared :

1.- Project Scope Description.

- Document the characteristics of the product, service or result.

- The information should be progressively elaborated from the Project Description in the Project Charter and the requirements in the Requirements Documentation.

2.- Project Deliverables.

- Identify any unique and verifiable product, result, or capability to perform a service that must be produced to complete a process, phase or project.

- Deliverables include Project Management Reports, and related documentation that need to be delivered to the project´s Clients .

3.- Project Acceptance Criteria.

- Document the criteria that need to be met in order for a stakeholder (normally project´s Client), to sign and accept a deliverable.

- Acceptance criteria can be developed for the entire project or for each component of the project.

4.- Project Exclusions.

- Clearly define what is considered out of scope for the project, in order to help manage stakeholder´s expectations.

5.- Project Constraints.

- Constraints are limitations, imposed by external or internal factors.

- Constraints that can impact the project schedule include a fixed budget , hard deliverable due dates, or specific technology, schedule, legislation, resources, etc.

6.- Project Assumptions.

- Document those assumptions about deliverables, resources, estimates and any other aspect of the project that the team holds to be true, real or certain, but have not been validated.

- In other words, any assumptions made for the present project scope and the possible effects on the project , in case these assumptions turned out to be false .