# ***Instructions:*** *The scope statement describes the characteristics of the product, service or result that the project is undertaken to create. It is expected that these characteristics will be progressively elaborated as the project details become available. This document can be used to further clarify the contents of the charter and elaborate on the details of the scope items. Enumerate a list of all major scope deliverables here, as well as any other detailed project information available at the time of scope development.*

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| **Scope Statement** |
| **Project** |  |
| **Scope Information** | **Updated on**: |
| **Revised by**: |
| **Requirements and objectives**: |
| **Success criteria**: |
| **Current expectations and assumptions**: |
| **In scope**: |
| **Out of scope**: |
| **Schedule expectations**: |
| **Cost expectations**: |
| **Highlights of recognized risks (uncertainty)**: |
| **Highlights of planning assumptions and constraints**: |
| **Reference Materials** |  |